

JOB TITLE | Associate Pastor Administrative Assistant

MINISTRY | Men's & Marriage Ministry

REPORTS TO | Sand Lake Associate Pastor

STATUS | Full Time | Hourly Position

SUMMARY OF CONTRIBUTION

Acts as an assistant to our Sand Lake Associate Pastor to provide support in a variety of ways including but not limited to contacting and assisting volunteers, managing calendars, data entry, support for core classes, Stephen Ministry Supervisory sessions, Marriage Ministry classes, room reservations, staff communication via emails etc.

RESPONSIBILITIES

- Scheduling and confirming meetings and room reservations.
- Supporting volunteer leaders and teachers.
- Scheduling Marriage Coaching Sessions.
- Help coordinate Associate Pastor's work schedule – meetings and appointments.
- Support Men's Breakfast.
- Support Men's Boot Camp.
- Support Men's Advanced Boot camp.
- Support marriage conferences, events, classes, workshops and intensives.
- PCO workflows, volunteer onboarding, building and managing each ministry.

REQUIREMENTS

- Strong interpersonal skills.
- Skilled in working with Office suite and adept at learning new software.
- Has an eye for details – spiritual gift of administration desired.
- Positive and optimistic attitude.
- Flexible and adaptable to change.
- Consistently completes tasks quickly and on time.
- Good time management skills.

EXPERIENCE DESIRED

- Associate or Bachelor's degree preferred.
- 2-3 years' experience working in an office environment; administrative assistant experience preferred.

BENEFIT PACKAGE

We offer a benefit package that is competitive with current market value based on the position being hired for, and an applicant's experience and education.

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry within all ministries in the organization.

- Meets with associate pastor on Tuesday and Thursday to discuss, plan, and execute weekly tasks and future projects.
- Outline work week to best accomplish the pastor's needs.
- Provide onsite support for global events such as Boot Camp, The Gathering, Marriage Workshop, Marriage Intensive, Marriage Events and Classes.
- Help assimilate new members.
- Attends to church and community calls for benevolence and emergencies so the pastor can respond in a timely and informed manner.
- Handles logistics for weddings and funerals officiated by the associate pastor.
- Order and monitor purchases for marriage ministry and men's ministry.
- Men's Breakfast: work with Mark Adams (Volunteer) on coordinating men's breakfast: printing of tabletop tent cards, help coordinate with Wes Stoops (Volunteer) all volunteer requests of the men's ministry.
- Men's Boot Camp: work with Jeff Mackey (Volunteer) to coordinate bootcamp.
 - Online registration setup, t-shirts, journal edits and printing, monitor progress of weekend promotion. Interacting with Lake Yale for all money and all reservation needs.
- Men's Mentoring: work with Mark Berkland (Volunteer) to coordinate men's mentoring.
- Marriage Ministry: Work with John Bell (Volunteer) on all things about marriage ministry. Schedule and monitor appointments for marriage coaching.
- Marriage and Men's Way of a Disciple Groups: Work with John Bell and Mark Berkland to:
 - Monitor attendance, book rooms, work with leaders to keep them motivated, look ahead to communication that will be needed to populate these groups.