

JOB TITLE | Associate Pastor Administrative Assistant | Sand Lake

MINISTRY | Mens' & Marriage Ministry

REPORTS TO | Associate Pastor | Sand Lake | Dr. Brian Pikalow

STATUS | Full Time | Hourly Position

SUMMARY OF CONTRIBUTION

To give support to the Sand Lake Associate Pastor with administrative support relative to the Men's and Marriage Ministries of Discovery Church. This will include task-orientated responsibilities, event planning, volunteer coordination and support of all members/volunteers within these ministries.

RESPONSIBILITIES

- Administrative support of the Associate Pastor's work schedule – meetings and appointments.
- Coordinate and manage all administrative aspects for Men's & Marriage Ministries:
 - Conferences, events, classes, workshops, and intensives.
- Administrative support for all volunteer teams and leaders.
- Scheduling all Marriage Coaching sessions.
- Administrative management for the weekly Men's Breakfast partnering with key lead volunteers.
- Coordinate and manage all administrative aspects for Events partnering with key lead volunteers:
 - Men's Boot Camp
 - Men's Advanced Boot Camp
 - Marriage Conferences
- Database entries and updates (Planning Center Online):
 - Workflows, volunteer/mentoring, onboarding & information.
 - Event calendaring
 - Event registrations
 - Volunteer scheduling
- Coordinate all groups and classes collateral and attendance.
- Order supplies and manage expense reports for Associate Pastor.
- Other duties, as assigned.

REQUIREMENTS

- Strong personal commitment to Jesus Christ.
- Proficient in Microsoft Products (Office 365)
- Planning Center Online experience preferred.
- Excellent time management and organizational skills.
- Excellent written and verbal communication skills.
- Ability to handle issues and information with confidentiality.
- Strong interpersonal skills and ability to resolve conflicts professionally.
- Ability to multitask.
- Develop meaningful relationship with the church staff.
- Develop meaningful relationships with all volunteers.

EXPERIENCE DESIRED

- Associate or Bachelor's degree preferred.
- 2-3+ years related Administration and Ministry experience.
- Volunteer Coordinator experience a plus.

IMPORTANT COMPETENCIES (*Spiritual Giftings*)

- Administration
- Helps
- Hospitality
- High E.Q.

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a high biblical standard of a growing disciple. They work to achieve and maintain a high degree of integrity with all they interact with.