

**JOB TITLE** | Sports Administrative Assistant

**MINISTRY** | Missions

**REPORTS TO** | Discovery Sports Pastor

**STATUS** | Part Time – Hourly (up to 25  
hours per week)

## SUMMARY OF CONTRIBUTION

- The Discovery Sports Administrative Assistant is to support the logistical operations of Discovery Sports. The focus will be to strengthen a Gospel-centered, high-quality sports environment to empower the Discover Sports Pastor (DSP) and other sports staff to grow Discovery Sports' vision and impact in Orlando and the surrounding areas.

## PRIMARY RESPONSIBILITIES

- Organize, manage, and support all relevant administrative tasks for the launch, execution, and maintaining of each sports season.
- Develop and implement administrative systems and procedures that bring higher efficiency and productivity to the Sports Ministry.
- Maintain and coordinate the annual sports calendar:
  - Inputting & updating the Global Sports calendar, room requests, and other facility needs for the year.
- Be an expert in Planning Center Online (PCO) needs for all Sports ministry needs.
  - Organize and manage PCO groups to ensure rosters are accurate, attendance taken, and information is up to date.
  - Coordinate all volunteer workflows, process background checks, and schedule interviews for potential volunteers.
  - Point of contact for Connection Weekend.
- Create and manage all Sports registration needs, information, and partner with Discovery's Finance team to receive payments.
  - Engage and interact with contractors and vendors to ensure payment and other support needs.
- Manage all equipment needs, rentals, registration fees, jersey purchases & distribution, and all other purchase needs for the sports leagues.
- Partner with the Communications team to submit, provide feedback, and obtain approval for all sports Communication requests.
- Coordinate and organize volunteer Sports celebrations.

## EXPERIENCE DESIRED

- Bachelor's degree in administration or related field required.
- 3–5+ years of experience in sports-related ministry, organization, or in a high-capacity ministry role.
- Proven experience and expertise in Planning Center Online or an equivalent structural database system.
- Preferred experience in event coordination.

## Requirements

- Proven excellent verbal and written communication skills.
- Strength in relationship building.
- Strong time management skills.
- Strong organizational skills.
- Ability to multitask.
- Ability to work independently.
- Attention to detail and problem-solving skills.
- Proficient or some experience in Microsoft Products (Office 365).
- Heart for missions.
- Passion for sports/athletics
- Proven team player
- Ability to learn and grow as an individual Christ-follower and team member of the Sports Ministry.

## Core Competencies

- Maintain a growing relationship with the Lord through the Discovery six (6) practices of a disciple.
- Seek an active personal prayer and devotional life.
- Present oneself with integrity, respect, and grace to reflect Jesus through all interactions.

## 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 chemistry with all they interact with.