

Job Posting

Do you have excellent communication and administrative skills? Would you love to work at the place you worship? If you are a friendly, detail-oriented person who is looking to use their God given gifts to serve, we have a great part-time (24-28 hrs) opportunity as the Administrative Assistant to the Executive Pastor of ministries.

Come work in a fun, collaborative environment that provides schedule flexibility, casual dress code and the freedom to use your love of administrative, organizational and people skills to make a difference for something you are passionate about.

Job Opening: Administrative Assistant to Executive Pastor of Ministries

Essential Functions

- Manage emails, phone calls, field inquiries, calendars, and correspondence of the Executive Pastor of ministries.
- Assist in planning and preparing for meetings, retreats, gatherings and other group events
- Schedule new initiatives, recurring events and appointments-providing logistics, assignment tracking, follow through and communication
- Assist in maintaining department budgets

Skills and Qualifications:

- Administrative Writing Skills
- Google Skills (Calendar/Docs/Forms)
- Managing Processes
- Organization
- Detail Oriented
- Problem Solving
- Verbal Communication

Imperative for Success

- Passionately embrace the mission and vision of Grace Community- you must be willing to attend Grace services
- Be able to speak confidently on behalf of the Executive Pastor of ministries
- Be warm and relational but also strong
- Enjoys playing a administrative role