

# Senior Pastor Administrative Assistant

**Campus:** Latham

**Team:** Central Support

**Position Reports to:** Senior Pastor

**Position Status:** Full Time

## **Position Purposes:**

To perform a wide variety of administrative support to the Senior Pastor.

## **Principle Responsibilities Breakdown:**

20% Pastor's Discretion

40% Communication

40% Administrative

**Specific Responsibilities:** Responsibilities include but are not limited to the following:

### 1. **Communication:**

- a. Liaison between Congregation and Sr. Pastor
- b. To represent the Sr. Pastor at certain strategic meetings, both inside and outside the church as directed.
- c. To create, monitor and oversee Sr. Pastor's social media ministry. This will include, but may not be limited to Facebook and Twitter.
- d. To write and send regular communications in the form of blogs, devotionals, essays and articles from the Sr. Pastor to staff, groups of leaders, and the entire congregation.

### 2. **Administrative:**

- a. "Gatekeeper" – control who has access to Sr. Pastor
- b. Schedule appointments and meetings, including reserving meeting rooms as necessary
- c. Screen emails

**2. Administrative (cont'd):**

- d. Responsible to order dinner and setup for Elders' Meetings
- e. Responsible to order breakfast and setup for Pastors' Fellowship when held at Latham
- f. Arrange for annual Campus Pastors and Wives Retreat at Mohonk Mountain House, including requesting RFP, Contract, etc
- g. Internet research and special projects when requested
- h. Meet, greet and escort people to Sr. Pastor's office
- i. Inform Sr. Pastor of deaths/sickness within the Staff/Congregation
- j. Collect Sr. Pastor's mail
- k. Scan book passages and create e-files as needed
- l. Manage travel arrangements as necessary
- m. Operate a variety of office equipment including computers, copiers, scanner, phones, etc
- n. Attend regular Staff Meetings, Staff Retreats, etc

**Role Requirements:** The right person for this role will possess the following qualities and skills:

**a. Faith:**

- a. Required:
  - i. Mature Follower of Christ
  - ii. Attender of Grace Fellowship, member within 6 months of hire
- b. Desired:
  - i. Christ-Centered, follower of Christ for a minimum of 5 years

**b. Gifts:**

- a. Required:
  - i. Serving
  - ii. Administration
- b. Desired:
  - i. Hospitality
  - ii. Mercy

**c. Skills:**

- a. Required:
  - iii. Proficient in Microsoft Office Suite
  - iv. Ability to use a variety of social media sites
  - v. Ability to write blogs, devotionals, essays, etc
  - vi. Confidentiality (this is crucial)
  - vii. Excellent interpersonal skills, including dealing effectively with the public as well as the staff and congregation
  - vi. Ability to work within time constraints; handle changing priorities; flexibility
  - vii. Organizational skills with attention to detail
  - viii. Knowledge of correct English usage, grammar, spelling and punctuation
- b. Desired:
  - i. A strong team player
  - ii. Willingness to learn
  - iii. Ability to think clearly and take effective action

**d. Experience and/or Education:**

- a. Required:
  - i. High School Diploma/GED or higher
  - ii. At least five years of office experience
- b. Desired:
  - i. Degree in administrative assistance and/or communications