

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: BATH**



**Ministry Area:** Lead Pastor for Bath Campus

**Ministry Position:** Administrative Assistant

**Time commitment:** 20 hours per week, hourly part-time, non-exempt status

**Report to:** Ezra Wimberly, Lead Pastor of Campus Culture

**Position Overview**

As part of the general administrative office team, this position provides personal, administrative support to Pastor Ezra. Responsibilities include extensive scheduling, administrative tasks, projects, communication, planning, and maintaining all records and conversations with confidentiality.

By utilizing and leveraging their administrative gifts and clerical support that will enable pastoral ministry and church-wide projects to run smoothly and effectively. Bringing their strong written and verbal communication and interpersonal skills to bear in partnership with Pastor Ezra, representing him respectfully to the staff, congregation and public. In essence, this position is an extension of Pastor Ezra himself.

**Essential Job Functions**

- **SCHEDULING:**
  - Proactively maintain Pastor Ezra's schedule to effectively achieve his goals, responsibilities and the demands on his office.
  - Assist Pastor Ezra to move efficiently and punctually through his daily schedule by alerting and reminding him of upcoming meetings and tasks.
  - Brainstorming systems and processes for increasingly efficient organization
- **HOSTING:**
  - Executing the details of planning and hosting meetings and events with excellence.
- **ADMINISTRATIVE DUTIES:**
  - Phone, scheduling, reconciling expenses, clerical work, maintaining records, preparing agendas for meetings, travel arrangements.
  - Giving support to achieve executive level goals and projects (ie: putting together overviews/dashboards, gathering statistics, all church events, etc.).
- **COMMUNICATION:**
  - To other staff (in Creative Arts, Bath staff, or other campuses) for updates, priorities, planning, agendas or scheduling.
  - To volunteers for personal meetings, volunteer opportunities/training, or other project specific details.
- Ability to manage multiple tasks simultaneously, that range in scope and complexity while still upholding a strong attention to detail.
- Exemplary work ethic that is both preemptive and solution-driven.

## **Technical Requirements**

- Excellent skills with Excel, PowerPoint, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance (Gracelink, Wordpress, Planning Center Online etc.).
- Confidence with Operating Phone System and conversing on the phone.
- Acute attention to detail.

## **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

## **General Requirements**

- Is a regular and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture, always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured By**

- 30/60/90 day reviews by Lead Pastor of Bath Campus.
- Annual Review by Lead Pastor of Bath Campus.
- Input from staff and volunteers