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www.AccessChurch.org

Job Description - Ministry Assistant

Summary

- The goal of this position is to free the lead pastor for relational ministry by handling administrative tasks that come his way.
- This is a part-time role, currently budgeted at 16 hours per week.
- An ideal schedule would be Monday-Thursday, 8am-12pm.
- An office with computer and phone will be provided.

Responsibilities

- Schedule recurring staff and church leadership meetings
- Coordinate scheduling of church-wide events
- Manage appointment schedule for the lead pastor
- Prepare monthly attendance and financial reports
- Collect & distribute win stories to staff
- Scan & email invoices to our bookkeepers
- Process & deposit income
- Keep church database updated
- Any other tasks as requested by the supervising pastor

Requirements

- Applicants must have executive assistant experience
- Applicants must have superior computing skills, independently proficient on the Macintosh operating system
- Applicants must be particularly adept at spreadsheets
- Skills and strengths testing will be part of the interview process

Reporting

- This position reports directly to the lead pastor
- Performance evaluations will be conducted quarterly

Compensation

- Work will be compensated at an hourly rate to be determined by individual work experience and qualifications.