

JOB DESCRIPTION

SUNRISE COMMUNITY CHURCH

ADMINISTRATIVE ASSISTANT TO SENIOR PASTOR

**Our vision is to follow Jesus Christ to become, belong and bless.
Our mission is sending and forming people to love Jesus Christ.**

1. Position Identification

- Title: Administrative Assistant to Senior Pastor
- Department: Executive Office
- Classification: Part-Time (15 hours / week)

2. Reporting Relationships

- Reports to Senior Pastor

3. Position Summary

Assist the Senior Pastor in fulfilling his overall leadership responsibilities at Sunrise Community Church (SCC) and provide general administrative support.

4. Qualifications

Character - My Nature and Behaviors

- Continually develop the character qualities of I Timothy 3:1-7 and Titus 1:5-9.
- Exhibit integrity, servant-heartedness, personal spiritual disciplines and Godly lifestyle as described in the 5 Cs (see attached).
- Model the vision and mission statements of Sunrise Community Church.

Calling

- Exhibit a sense of calling and knowledge of one's spiritual gifts
- Passionately love God and love people.
- Study and live the Word of God.

JOB DESCRIPTION

SUNRISE COMMUNITY CHURCH

Skills

- Proficiency with computer software programs, including Microsoft Office Suite, Outlook and Internet.
- Well developed organizational and time management skills.
- Excellent oral and written communication skills.
- Ability to prioritize and multi-task, detail-oriented.
- Takes initiative and problem solves when needed.
- Well developed inter-personal skills, able to maintain confidentiality and diplomacy in all situations.
- Able to work independently and as a team member.
- Able to attract, train and develop volunteers in order to expand ministry.

Education

- 4 years of college or equivalent experience.

Professional Experience

- 3 years serving as an administrative assistant or equivalent experience.

5. Responsibilities

- Manage the Senior Pastor's calendar by scheduling and confirming appointments.
- Act as gate-keeper by reviewing emails and phone messages, taking the initiative to respond where appropriate. Synthesize key questions and information points for review and follow-up, ensuring that each issue reaches closure.
- Create and / or edit documents and correspondence as needed.
- Organize files for ready access and workspace for efficiency.
- Order books and office supplies on request, including business cards and church stationery.
- Coordinate Senior Pastor Ministry events
- Other duties as assigned by the Senior Pastor.