



**JOB DESCRIPTION | *Administrative Assistant to the Pastor of Evangelism & Kingdom Pastor* |  
20 HOURS A WEEK**

**My Win:**

I know I am winning when I am executing administrative tasks and assisting the pastors for Kingdom and Evangelism with excellence.

**My Responsibilities:**

- Processing check requests for kingdom partners and volunteers
- Providing communication in bulletins, website, announcements, social media, slides for Kingdom efforts
- Managing sign-up processes for classes, applications and registrations
- Arranging travel details and keeping track of funds raised for mission trips
- Providing occasional correspondence with church members, kingdom partners, community leaders, etc.
- Assisting the Pastor of Evangelism with email and phone correspondence
- Calendaring events and appointments for the Pastor of Evangelism and the Kingdom Pastor
- Providing materials for occasional classes such as Baptism, Starting Point, Kingdom Training, etc.
- Setting up and cleaning up for classes and events (on and off campus)
- Editing baptism testimonies, communicating baptism details with staff and church members
- Keeping count of New Believers and sending Follow-up Packages
- Being point-of-contact for all outside vendors (i.e. videographer, photographer, caterer, venue)
- Tracking and restocking of benevolence cards

**My Daily Tasks:**

- Corresponding by e-mail and phone
- Gate-keeping requests and inquiries
- Scheduling appointments
- Responding to administrative needs of the Pastor of Evangelism and Kingdom Pastor
- Ensuring events, announcements, building requests are calendared and communicated
- Preparing for upcoming events, classes, and outreaches
- Processing receipts, check requests, expense reports, and deposits

**My Qualifications:**

- Detail-oriented, having gifts of service and administration
- Learning and using new applications for web management
- Meets deadlines
- Having an eye for modern graphic design
- Being able to communicate by e-mails, voice calls, and texts
- Dealing quickly, humbly, and appropriately with conflict
- Believing in the importance of evangelism
- Loving Jesus and the local church

**Expectations of You:**

- Handling all agreed upon responsibilities and daily tasks within 20 hours per week
- Able to address boundary concerns so that time and tasks are managed well
- Staying focused by addressing needs to appropriate staff members
- Maintaining a positive and helpful attitude toward work
- Living out Jesus' mission to seek and save the lost through efforts of evangelism

**My Circle of Influence:**

- Co-workers
- Volunteers

**I Report To:**

- Matt Price, Pastor of Evangelism
- Scott Quay, Kingdom Pastor