Administrator & Executive Assistant

Church-Wide Administration | *Events* | *Communications*

Reports To: Executive Pastor
Status: Full-time

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1. Position Overview

The Administrator & Executive Assistant at James Island Christian Church (JICC) provides comprehensive administrative support across the life and ministries of the church, including events, communications, Sunday services, and direct executive assistance to the Lead Pastor and Executive Pastor.

This hands-on role requires exceptional organization, discretion, initiative, and the ability to anticipate needs and independently move tasks forward. The Administrator & Executive Assistant is expected to think ahead, manage competing priorities, and ensure administrative responsibilities are completed accurately and on time.

Working collaboratively with church staff and ministry leaders, this individual uses technology, digital tools, and AI to improve efficiency, streamline processes, and strengthen administrative support across the church.

2. Key Attributes for Success

- **Proactive:** Anticipates needs, thinks ahead, and takes initiative without being asked.
- **Trustworthy:** Handles sensitive information with discretion, integrity, and sound judgment.
- **Organized:** Manages multiple priorities, plans ahead, and ensures details aren't overlooked.
- **Resourceful:** Identifies challenges, finds solutions, and improves processes.
- **Self-Directed:** Works independently, takes ownership, and follows through consistently.
- **Tech-Savvy:** Embraces technology, including AI, to improve efficiency.
- **Service-Oriented:** Demonstrates humility, flexibility, and a commitment to supporting JICC's mission.

3. Primary Responsibilities

A. Church-Wide Administrative Support

- Serve as a central administrative resource, proactively supporting church staff and ministries with scheduling, coordination, communication, documentation, and other administrative needs.
- Collect, track, and manage Connect Cards, prayer requests, and general inquiries using church databases and administrative systems.
- Coordinate registrations, attendance tracking, communications, and follow-up for classes, events, and New Members Class.
- Schedule and coordinate baptisms, baby dedications, funerals, weddings, and related administrative details.
- Maintain key administrative documents, records, and reference materials, including the church's "Black Book."
- Serve as a primary point of contact for administrative inquiries, ensuring timely responses and appropriate follow-up.
- Prepare printed materials, including bulletins, handouts, and song sheets for services and events.
- Proactively anticipate needs, monitor deadlines, identify priorities, and independently execute administrative tasks without requiring constant direction.
- Identify opportunities to improve administrative processes and leverage technology, automation, and AI to increase efficiency while maintaining confidentiality.

B. Executive Assistance

- Provide direct administrative and organizational support to the Lead Pastor and Executive Pastor, assisting with schedules, priorities, communications, and ongoing responsibilities.
- Proactively anticipate both pastors' administrative needs, including upcoming meetings, deadlines, commitments, and necessary preparations.
- Coordinate calendars, meetings, appointments, and communication with church staff, elders, ministry leaders, and external contacts.
- Prepare meeting agendas, documents, presentations, reports, and correspondence as needed.
- Track meeting action items, decisions, and follow-up tasks to ensure timely completion.
- Provide administrative support for special projects, staff initiatives, leadership meetings, and church-wide planning, maintaining organized records and confidential information.
- Help prioritize requests from both pastors, communicate competing priorities, and identify opportunities to improve executive administrative efficiency.

C. Events & Ministry Coordination

- Collaborate with church staff and ministry teams to coordinate church-wide events, retreats, classes, and programs.

- Proactively manage event preparations, including timelines, registrations, communications, materials, decor, and logistical arrangements.
- Maintain event planning checklists and follow-up processes, coordinating with staff and volunteers to ensure details are completed on time.
- Support Members' Meetings by preparing RSVPs, handouts, slides, response forms, and follow-up communications.

D. Communications Support

- Prepare and distribute weekly and special church emails, text messages, and announcements using Constant Contact and Clearstream.
- Coordinate slides, bulletins, service plans, and announcements for Sunday services, Members' Meetings, and special services.
- Coordinate Sunday service participants and special elements, including Scripture readers, service leaders, Missions Moments, baptisms, and baby dedications.
- Create graphics and promotional materials using Canva and Adobe Illustrator, coordinating with outsourced designers as needed.
- Maintain church website content and coordinate social media posts, announcements, and event promotions across Facebook, Instagram, and YouTube.
- Maintain the church communications calendar and Master Calendar, ensuring accurate scheduling and ministry coordination.
- Coordinate with production staff to prepare slides, videos, and livestream materials for services and events.

4. Qualifications & Skills

- Previous experience in administration, executive assistance, church administration, or a similar support role.
- Excellent written and verbal communication and interpersonal skills.
- Strong attention to detail, organizational skills, and ability to manage competing deadlines.
- Ability to work collaboratively with pastors, staff, ministry leaders, and volunteers.
- Proficiency in administrative and digital tools, with a willingness to learn new systems, including AI.
- Ability to exercise discretion, maintain confidentiality, and adapt to changing priorities.

5. Technical Tools & Software

The Church Administrator should be comfortable using digital tools and demonstrate a willingness to learn and adopt new systems as needed.

- **Email & Text Communications:** Constant Contact, Clearstream.
- **Church Management:** Realm, Planning Center, Gallup.

- **Design & Printed Materials:** Canva, Adobe Illustrator, Avery Templates.
- **Website Management:** Subsplash.
- **File Management & Collaboration:** Google Drive, Google Docs, Google Sheets, Dropbox.
- **Registration & Scheduling:** Google Forms, QR code generators, and related scheduling and registration tools.
- **AI & Productivity:** ChatGPT, Gemini, and other AI-powered applications to support administrative tasks, communications, planning, and workflow efficiency.

All technology, including AI tools, must be used responsibly and in accordance with church policies. Confidential member, pastoral, financial, or personnel information must not be entered into unapproved AI platforms.

6. Work Schedule & Expectations

- Full-time position, primarily Monday through Friday, with additional hours as needed for Sunday services and special events.
- Maintain high standards of accuracy, organization, responsiveness, and follow-through while managing multiple responsibilities.
- Proactively anticipate needs, take ownership of responsibilities, and complete tasks independently with minimal supervision.
- Balance church-wide administrative responsibilities with executive support to both pastors, communicating proactively about priorities, deadlines, and challenges.
- Be willing to become a member of JICC and actively fulfill membership commitments, including serving, giving, and participating in a Home Group.

7. Our Commitment

James Island Christian Church is committed to fostering a collaborative, supportive, and faith-driven work environment. The Administrator & Executive Assistant supports JICC's mission of making disciples by providing proactive, excellent administrative support that enables pastors, staff, and ministry leaders to focus on their primary responsibilities.