



## **Admin Assistant**

*Job Description*

*revised 03.17.2026*

**Hours:** *Monday through Thursday; 20 hours per week*

**Pay Rate:** *\$20 per hour*

**Reports to:** *Assigned Pastoral Staff member*

### **...:POSITION PURPOSE**

To facilitate the effective ministry of the Pastoral Staff with excellence and in a spirit of Christ-likeness by providing high-level administrative, organizational, and communication support.

### **...:OVERALL POSITION DESCRIPTION**

The Administrative Assistant serves as a key support role to the Pastoral Staff, ensuring the effective, organized, and timely execution of ministry operations. This position exists to remove administrative barriers, streamline communication, and enhance ministry effectiveness so that Pastoral Staff can focus on shepherding, teaching, and leading the church family. This role requires a proactive, detail-oriented individual who embodies Christ-like character, communicates with clarity and grace, and takes ownership of systems, processes, and follow-through in a dynamic ministry environment.

### **...:RESPONSIBILITIES**

#### **1. Communication & Coordination**

- Serve as the primary communication hub for assigned Pastoral Staff, managing calls, emails, walk-ins, and follow-up
- Act as liaison between Pastoral Staff, ministry leaders, and the church family, ensuring clear and timely communication
- Track and follow up on requests, ensuring completion and alignment with ministry priorities
- Provide front office hospitality by greeting and assisting visitors with professionalism and warmth

#### **2. Scheduling & Systems Management**

- Own and manage pastoral calendars, including appointments, meetings, and ministry events
- Maintain and oversee the church-wide calendar, including facility usage and scheduling conflicts [Planning Center]
- Coordinate travel arrangements and logistics as needed
- Ensure all scheduling systems are accurate, up-to-date, and communicated effectively

#### **3. Financial & Administrative Support**

- Assist with counting, posting, and depositing contributions and ministry-related income as assigned
- Prepare and process purchase orders, check requests, and petty cash forms
- Maintain accurate and timely administrative records
- Ensure financial processes are handled with integrity, confidentiality, and attention to detail

#### **4. Ministry & Event Support**

- Coordinate and support ministry events, ensuring alignment with church policies and smooth execution
- Assist ministry leaders with logistics, communication, and follow-through for events and initiatives
- Support Pastoral Staff in special projects and ministry initiatives

#### **5. Volunteer Coordination & Care**

- Process and manage background checks for ministry volunteers
- Train, organize, and support administrative volunteers within assigned ministry areas
- Foster a culture of appreciation by coordinating notes, cards, and recognition for volunteers as directed by your supervisor
- Ensure volunteers are equipped, informed, and cared for in their roles

#### **6. Office Operations**

- Maintain office systems including mail distribution, supply inventory, and ordering
- Provide backup phone coverage and general office support as needed
- Ensure the office environment is organized, functional, and hospitable

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Exceptional interpersonal and communication skills, with the ability to interact graciously and clearly in all situations
- Strong organizational and time-management skills with high attention to detail
- Ability to manage multiple priorities in a fast-paced and changing environment
- Self-starter with a proactive, ownership-driven mindset and strong follow-through
- High level of discretion and professionalism with confidential information
- Strong computer proficiency, including Mac OS and cloud-based tools (Google Workspace, etc.)
- Demonstrated Christ-like character, emotional maturity, and servant-hearted attitude

#### **...:DESIRED QUALIFICATIONS**

- College degree or equivalent work experience
- Minimum of three years of administrative or office experience
- Experience working in a church or ministry environment preferred
- Proficiency with Mac systems and tools such as Pages, Numbers, Keynote, Google Docs, Gmail, Google Drive, and Google Calendar
- A working knowledge of Planning Center which is our main Church Management System. We can train but it will help if there is a basic understanding of this program. The Admin Assistant will spend a significant amount of in this program
- Active attender or member of Creekside Church

#### **...:RELATIONSHIPS**

- Reports directly to the assigned Pastoral Staff member
- Works in coordination with the Office Manager and broader staff team
- Hired upon recommendation of the Pastoral Staff Team and approval of the Lead Pastor

#### **...:WHAT SUCCESS LOOKS LIKE**

- Pastoral Staff are freed from administrative burden and able to focus on shepherding and leadership
- Communication across ministries is clear, timely, and reliable
- Calendars, systems, and events are organized and executed without confusion
- Ministry leaders and volunteers feel supported, equipped, and cared for
- The church office operates with excellence, warmth, and efficiency