

Westover Church Administrative Associate for Lead Pastor & Adult Ministries

Position Overview

The Administrative Associate for the Lead Pastor and Adult Ministries serves the body of Westover Church by providing administrative, organizational, and ministry support across multiple areas of Adult Ministries, while also assisting the Lead Pastor as needed. This role plays a vital part in ensuring ministry effectiveness through strong communication, coordination, and attention to detail, and reports to and is supported by the Discipleship Pastor.

Position Summary

We are seeking a responsible, organized, and service-minded Administrative Associate to perform a wide range of administrative and clerical duties. This role supports direct supervisors in Adult Ministries as well as the Lead Pastor.

The ideal candidate will have excellent written and verbal communication skills, strong organizational abilities, and proficiency in office systems and technology. This individual should be proactive, detail-oriented, and able to manage multiple priorities while serving both staff and lay leaders with professionalism and care.

Key Responsibilities / Administrative Support (70%)

Provide administrative coordination and support in the following areas:

- Facility scheduling
- Email and phone correspondence
- Planning, promotion/communication (website/app updates), and support of ministries and events (group launches/connection events, member meetings, trainings and dinners)
- Registration setup and coordination
- Creation, proofreading, and distribution of reports and deliverables (PowerPoint presentations, attendance reports, rosters, etc.)
- Meeting and training setup, support, and minute oversight
- File maintenance and organization, managing involvement records in database
- Processing payments, receipts, and expense documentation
- Assisting leadership with periodic projects, such as church-wide sermon series initiatives
- Updating the weekly guest connect list for pastoral follow-up

Support is provided for the following ministry areas:

- Lead Pastor & Discipleship Pastor
- Community Life (LifeCommunities & Small Groups)
- Care & Support (including Prayer, Marriage Ministries, Shepherding/Care of the body)
- Men's & Women's Ministries (Bible studies, conferences, retreats/events, MomCo)

Ministry & Lay Leader Support (20%)

Support and equip Adult Ministry lay leaders in serving the church body

Additional expectations:

- Assist with funerals, which may arise with little notice
- Provide compassionate, flexible support during sensitive ministry moments

Team Contributions (10%)

- Meet regularly with pastors and directors to receive feedback, share updates, and contribute to ministry planning and team goals
- Attend regularly scheduled All-Staff and Management Team meetings
- Collaborate effectively as part of the broader church staff team

Qualifications & Skills

- A growing personal relationship with Jesus Christ and an engaged, visible commitment to the mission, values, and body of Westover Church (currently or once on staff)
- Proven experience as an administrative assistant or similar role
- Strong organizational and multitasking skills
- Proficiency with office systems and software, including Microsoft Office (Word, Excel, PowerPoint)
- Ability to work with databases and administrative systems
- Excellent time management and prioritization skills
- Strong attention to detail and problem-solving ability
- Proactive and independent work ethic with the ability to anticipate needs and manage deadlines
- Demonstrated compassion and ability to provide care-oriented support
- Experience coordinating events and programs
- Excellent written and verbal communication skills
- Working knowledge of office equipment, such as printers and copiers
- High school diploma required; additional administrative training or certification is a plus

Desired Attributes

The ideal candidate is dependable, adaptable, and ministry-minded—someone who thrives in a collaborative environment and is passionate about supporting both staff and church members through excellent administrative service.