

Job Title: Campus Pastor Administrative Assistant
Reports to: Campus Pastor

Program: CityRise Campus
Effective Date: 6/1/2024

Job Summary:

The Campus Pastor Administrative Assistant's primary job is to support the Campus Pastor and campus programs by providing general administrative support through a variety of projects and tasks as outlined below. This role performs a variety of tasks to ensure efficient and smooth day-to-day operations.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

1. Communication
 - a. Welcomes and directs visitors and staff and supports reception duties.
 - b. Serves as a point of contact for staff and congregants.
 - c. Answers and transfers phone calls, screening when necessary.
 - d. Responds to and resolves administrative inquiries and questions.
 - e. Composes, edits, and sends communications on behalf of the Campus Pastor.
 - f. As directed, prepares and distributes internal communications and announcements.
 - g. Works with Communications department for promotional requests for events, programs, and meetings.
2. Records
 - a. Organizes and maintains electronic and hard copy files, ensuring confidentiality and security of sensitive information.
 - b. Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
 - c. Records and distribute minutes or other records for meetings.
 - d. Provides data entry in F1, Planning Center, and other applications.
3. Procurement
 - a. Maintains office supplies.
 - b. Coordinates maintenance of office equipment
 - c. Orders food or other items.
4. Planning and Scheduling
 - a. Coordinates and schedules meetings, travel, appointments, and staff activities.
 - b. Reserves rooms, prepares agendas completes set-up requests, and schedules security and AV for meetings and programs for meetings.
 - c. Assists with event planning.
5. Provides CityRise Program Support
 - a. Assists with hosting meetings and events.
 - b. Oversees campus office operations, including efficient office workflow, properly functioning equipment, and workroom organization.
 - c. Assists in orienting and training new CityRise administrative and other staff who work at the church campus.
 - d. Coordinates and submits payroll information for designated personnel and contract workers.

- e. Assists campus pastor with maintenance of financial documentation and budget tracking processes as directed.
6. Support the Campus Pastor
 - a. Assists with calendar management, ensuring optimal time management.
 - b. Schedule appointments and meetings.
 - c. Prepares and edits documents, reports and presentations.
 - d. Maintains and manages the reimbursement process and documentation.
 - e. Supports Pastor's preparation, editing, and ensuring accuracy of materials for weekly worship service and other events.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

High school diploma or equivalent.

Bachelor's degree preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift objects weighing up to 10 pounds at times.

Work Location:

Work is performed 100% on-site.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

Signature

Printed Name

Date