



*Retell the Gospel.  
Reimagine the Church and City.  
Repair what is Broken.*

All positions at Second Presbyterian Church are created for the purpose of carrying out the mission of the church and supporting our fellow staff and our congregation to that end.

**JOB TITLE: Worship and Young Adult Administrative Assistant**

**REPORTS TO: Worship and Young Adult Ministry Teams Pastors**

### **POSITION DESCRIPTION**

The Worship and Young Adult Ministry Administrative Assistant supports the Worship and Young Adult Ministry teams by assisting pastoral staff with administrative and ministry-related tasks. The primary objective is to ensure the smooth operation of worship services and young adult ministry activities, fostering a welcoming and organized environment for church members and attendees.

### **ROLES AND RESPONSIBILITIES**

#### **• Pastoral Assistance**

- Assist with ministry finances, including expense tracking and budget management.
- Manage ministry calendars, scheduling meetings, events, and appointments.
- Provide general administrative support, including correspondence, report preparation, and material organization.

#### **• Worship Service Coordination**

- Assist with coordinating and planning the liturgy and preaching calendar.
- Support the organization of baptisms, weddings, and Gospel Priorities events.
- Help with the logistics and management of Gospel Priorities, including speaker invitations, travel accommodations, and budgeting.

#### **• LAUNCH Residency Program Support**

- Assist with managing finances related to the LAUNCH residency.
- Help onboard new pastoral residents and assist with the ordination and presbytery processes.

- **Young Adult Ministry Coordination**

- Support the coordination of Young Adult Ministry events, including room reservations and communications.
- Manage social media and GroupMe for Young Adult Ministry.

- **General Responsibilities**

- Perform general administrative duties, such as handling office supplies, switchboard rotation, and welcoming visitors.
- Collaborate with administrative staff to ensure smooth operation across various ministries.

## **ORGANIZATIONAL RELATIONSHIPS**

- Reports directly to: Worship and Young Adult Ministry Teams Pastors
- Works with: Worship team, Young Adult Ministry team, other staff and volunteers
- Supervises: Wedding Coordinators

## **QUALIFICATIONS**

- Strong organizational and administrative skills.
- Ability to manage multiple projects and meet deadlines.
- Excellent communication and interpersonal skills.
- Familiarity with worship service planning and ministry operations is a plus.
- Experience in financial management or budgeting preferred.
- Social media proficiency for managing ministry communications.

## **EXPERIENCE**

Work with non-profit, Christian ministry, or church is preferred. Experience in a similar administrative role is also preferred.

## **HOW TO APPLY**

Interested candidates should submit a resume, via email to **Luanne Hearn**, at **[Luanne.Hearn@2pc.org](mailto:Luanne.Hearn@2pc.org)**