



## **Position Description for Administrative Assistant – Pastoral Staff & Community Care**

**Title:** Administrative Assistant – Pastoral Staff

**Reports to:** Senior Pastor and Associate Pastor

**Minimum Qualifications:** A proven history of strong administrative and organizational skills, computer literate, strong people skills

**Employment Status:** Salaried –Exempt

**Imperatives:**

- Organization of Caring Community
- Leadership Team and Staff meetings are coordinated and tasks tracked
- Proactively support pastors
- Preaching series support and research

**Summary of Position:** Provides administrative support to Pastors, serves to organize Pastoral Staff needs in Community Care, Healing Ministries and Senior Pastor. Provides intake services for all hospitalizations, visitations, funerals and Healing Ministry.

**Duties/Areas of Responsibility:**

- Supports the funeral staff and supervises the receptionist staff
- Coordinates meetings, requests room reservations (EMS), answers phone & emails.
- Receives calls from institutions, organizations and individuals; coordinates with pastors.
- Support and lead Visitation Ministry for Caring Community
- Serves the administrative needs as requested by the Pastoral Staff (including baptisms).
- Supports Healing Ministry
- Orders supplies, keeps records, sends correspondence, provides support
- Actively contributes to the well-being of other staff and the vision and values of NHLC
- Adheres to Staff Core Values.
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Other duties as assigned that further the vision of North Heights

**Outcomes required from this position:**

- Timely support to the Community Care, Healing and Discipleship Ministries and Senior Pastor.
- Timely and accurate records are maintained.
- Responsible for providing timely and essential ministry information to the Receptionist, Information Center, and Communications.

**Knowledge, Skills, and Abilities:**

**Required:**

- Proficient in MS Word, Excel, Publisher, PowerPoint and Arena software,
- Ability to multi-task effectively
- Organized record-keeping and other work habits
- Flexibility to respond to needs as they arise and multi-task
- Strong inter-personal skills and proven mastery of the English language

**Optional, but desirable:**

- Associate Degree