

CAPITAL COMMUNITY CHURCH
PASTORAL ADMINISTRATIVE ASSISTANT

Job Description

QUALIFICATIONS

1. Candidate must be a Christian and regularly attends a Bible believing church.
2. Minimum of three years of administrative work experience.
3. Ability to maintain databases, church files, record systems, and other online or paper files pertaining to the ministry at Capital.
4. Highly Proficient in Microsoft office and excellent in computer skills.
5. Must maintain proper confidentiality of church and ministry work.
6. Strong interpersonal and communication skills.
7. Organized, courteous, and attentive to detail and accuracy.
8. Must be able to multi-task and meet deadlines.
9. Prior church experience highly desired.

SUPERVISION

The Pastoral Administrative Assistant will directly report to the Executive Pastor/Senior Pastor

GENERAL DESCRIPTION

The Pastoral Administrative Assistant is responsible for providing general administrative and clerical support to the church's Pastors and fulfilling their ministry initiatives. Serving as their liaison and coordinator with the church community, including staff, church members, and other constituents. The Assistant will support the development and execution of their tasked functions and aid in the administration of their offices, including maintaining accurate records and communications. The position is full-time and works Monday – Friday, 9:00 am – 5:00 pm.

DUTIES

1. General Duties
 - a. Responsible for all general clerical duties for the Senior and Executive Pastor offices.
 - b. Track meetings and pending details on behalf of the pastors.
 - c. Compile congregational care information and disseminate information to pastors, church staff, elders, and church members.
 - d. Coordinate and support meetings, including developing agendas contacting participants, reserving rooms, sending invitations, launching virtual meetings, and arranging for refreshments.
 - e. Answer and screen all phone calls.
 - f. Participate in weekly staff meetings.
 - g. Keep church database (Planning Center) up to date for events, calendar dates, member assimilation, and other administrative tasks in Planning Center.
 - h. Maintain calendar and workflow of emails for Senior Pastor.
 - i. Maintain new member assimilation process.
 - j. Carries out duties with the utmost integrity and Christ like love.
 - k. Other duties assigned by Senior and Executive Pastor.

PAY

Pay is commensurate with experience.
Health insurance and retirement.
Paid time off.

HOW TO APPLY

Email Kenny Jones: kenny@capitalcommunitychurch.com with cover letter and resume.