

# Ministry Assistant to Associate Pastor Job Description

## Job Summary

Harvest Community Church is seeking a Personal Ministry Assistant to handle administrative duties for the Associate Pastor, manage the office, and supervise volunteer staff. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining schedules and managing church members, is essential in this position. The ideal candidate for this job is resourceful, flexible, and organized. Willingness to learn new things and assuring a steady completion of workload in a timely manner are keys to success in this position.

## Responsibilities and Duties

- Provide administrative support for the Associate Pastor
- Liaison to other staff members and volunteer ministry leaders, including communication and support as needed
- Manage workflow by prioritizing tasks, ensuring that deadlines are met and work is completed correctly
- Manage database of church members and visitors
- Manage church calendar, facility requests and other events
- Provide administrative support for church website, social media and marketing
- Assume responsibility for day-to-day office operations including: office equipment, computers, copy machines, phone system, etc.
- Maintain supplies by checking inventory and ordering items
- Respond to questions and requests for information from the public and congregation
- Answer incoming calls and messages in a timely manner
- Provide administrative support for special events and services as directed by the Associate Pastor, and see the programs through to completion (not weekly events but average 2 hours/week)

## Qualifications and Skills

- A committed, growing believer in Christ whose lifestyle is worthy to emulate
- General agreement with the doctrine, vision and philosophy of ministry of HCC
- Ability to treat confidential information appropriately
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Publisher
- Excellence in writing and proofreading
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Ability to analyze and revise operating practices to improve efficiency
- Active social media presence

**NOTE:** This position is part-time but may develop into full-time in the future.

# Ministry Assistant to Associate Pastor Job Description (detailed)

## Job Summary

Harvest Community Church is seeking a Personal Ministry Assistant to handle administrative duties for the Associate Pastor, manage the office, and supervise volunteer staff. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining schedules and managing church members, is essential in this position. The ideal candidate for this job is resourceful, flexible, and organized. Willingness to learn new things and assuring a steady completion of workload in a timely manner are keys to success in this position.

## Responsibilities and Duties

- Provide administrative support for the Associate Pastor
- Liaison to other volunteer ministry leaders, including communication and support as needed (1 hour/week)
  - Assist in training ministry leaders and members
  - Database/apps/communication tools/check-in, etc.
- Manage workflow by prioritizing tasks, ensuring that deadlines are met and work is completed correctly
- Manage database of church members and visitors (2 hours/week)
  - Elexio
  - Visitors / assimilation
  - Attendance
  - Harvest Kids attendance sheets
- Manage church calendar, facility requests and other events (2 hours/week)
  - Elexio
- Provide administrative support for church website, social media and marketing (1 hour/week)
  - Post sermon on SoundCloud
  - Post sermon audio and notes on website
  - Work with Digital Content Creator to execute the following:
    - Instagram, Facebook, Twitter posts and creating events (Eventbrite too)
    - Events: Web graphics, posters, outdoor banner
    - Updating app
    - Welcome desk postcards
    - Guest bag content
- Assume responsibility for day-to-day office operations including: office equipment, computers, copy machines, phone system, etc.
- Maintain supplies by checking inventory and ordering items (1 hour/week)
  - Office supplies
  - Janitorial supplies
  - Kitchen supplies
  - Maintain public areas of the church
    - Organize and restock materials in worship center
    - Welcome desk
- Respond to questions and requests for information from the public and congregation (1 hour/week)
- Answer incoming calls and messages in a timely manner
- Provide administrative support for special events and services as directed by the Associate Pastor, and see the programs through to completion (not weekly events but average 2 hours/week)
  - Christmas Eve
  - Christmas
  - Fall Kickoff event
  - Harvest Men's Retreat

- Harvest Ladies Retreat
- Anniversary Dinner
- ECM (2-3x yearly)
- Equip U (2-3x yearly)
- Church Work Days (2x yearly)
- VBS
- Operation Christmas Child
- Other special services and events TBA
- Attend Staff Meetings (2 hours/month)

## Qualifications and Skills

- A committed, growing believer in Christ whose lifestyle is worthy to emulate
- General agreement with the doctrine, vision and philosophy of ministry of HCC
- Ability to treat confidential information appropriately
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Publisher
- Excellence in writing and proofreading
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Ability to analyze and revise operating practices to improve efficiency
- Active social media presence

**NOTE:** This position is part-time (10 hours/week) but may develop into full-time in the future.