



Position Description for Administrative Assistant – Pastoral Staff

Title: Administrative Assistant – Pastoral Staff

Reports to: Senior Pastor

Minimum Qualifications: A proven history of strong administrative and organizational skills, computer literate, strong people skills; adheres to Staff Core Values

Employment Status: Full-time –Non-Exempt

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

Examples of Duties:

- Coordinates meetings, makes room reservations (EMS), answers phone & emails.
- Receives calls from institutions, organizations and individuals; coordinates with pastors.
- Tracks and enters needed and completed hospital/home visits in Arena.
- Serves the administrative needs as requested by the Pastoral Staff (baptisms, confirmations, weddings, funerals and New Members).
- Orders supplies, keeps records, sends correspondence, provides support
- Actively contributes to the well-being of other staff and the vision and values of NHL
- Other duties as agreed upon

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:

- Demonstrates a Christ-centered, Spirit-filled life with many of the Gifts and Fruits of the Spirit evident and in operation
- Proficient in MS Word, Excel, Publisher, PowerPoint and Arena software,
- Ability to multi-task effectively
- Strong people skills
- 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
- Exemplifies Staff Core Values of SPIRIT-LED leadership

Optional, but desirable:

- Associate Degree