



HARVEST BIBLE CHAPEL

JOB DESCRIPTION: Administrative Assistant to the Associate Pastor (PT)

SUMMARY: The Administrative Assistant to the Associate Pastor will provide administrative support for the Associate Pastor.

REPORTS TO: Associate Pastor

STATUS: Non-exempt/PT

SUPERVISORY ROLE: No

QUALIFICATIONS: This person must be spiritually mature, humble, trustworthy, flexible, and meticulous. In addition to that, they must possess excellent clerical, organizational, and computer skills; with expert interpersonal competencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Associate Pastor Administrative Support

- Manage the Associate Pastor's schedule and calendar
- Answer and screen incoming calls
- Compose and produce routine and requested mail/email correspondence
- Prepare expense reports, printed materials, and copies as needed
- Assist with and manage the Associate Pastor's budget
- Plan and manage events and conferences as directed
- Work with the graphics team to realize and procure designs and projects as requested

Ministry Support

- Assist with the administration of Small Groups
- Schedule and assist with the administration of Usher and Communion Teams
- Process new volunteers for Usher and Communion Teams
- Assist the Associate Pastor in preparing for weekend and other messages as necessary

Support

- Primary backup for Administrative Assistant Harvest Women
- Answer, screen, and direct incoming office calls
- Serve others, as needed

IN GENERAL: This person will do what is necessary to assist the Associate and Senior Pastors in fulfilling the mission and initiatives of Harvest Bible Chapel – Davenport.

This job description was updated in January 2018 and is subject to review and revision, as needed. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.