

Administrative Assistant to Lead and Executive Pastors

Ministry Description

Purpose:

To serve as an executive level Administrative Assistant relating directly to the Lead and Executive Pastors of Mountain Lake Church.

Overall Responsibility:

To serve as an executive level assistant freeing up our Lead and Executive Pastors from the details of administration, calendaring, and communication in order that they might focus on the vision and strategic direction of MLC.

Specific Responsibilities:

Assistant – provide assistance at every level to Lead and Executive Pastors.

Calendaring – manage the overall church calendar and schedule and manage lead and executive pastors' calendars.

Communications –work with Lead and Executive Pastor with all communications such as website, electronic e-mails, etc.

Support – work alongside Lead Pastor and Executive Pastor as it relates to executing all their responsibilities including MLC ministry functions, churchplanters.com, writing, conferencing, etc.

Administration – provide administrative support including typing, setting up meetings, communicating with ministry team, placing and returning phone calls, e-mailing, editing, etc.

Tracking Systems and Reports – maintain a working knowledge of tracking systems and work with Executive Team to ensure timely reports are provided by all ministry team members.

Meetings – facilitate and coordinate setting up and creating positive environments for retreats, off-site, and regular ministry team meetings.

Office Management – work closely with our Office Manager ensuring that all weekly responsibilities are accomplished and that our office is opened and covered at all times during normal business hours.

Ministry – assist Lead and Executive Pastors in areas of ministry that fall under their direct responsibilities such as, missions, etc.