

Position Title: Administrative and Personal Assistant

Position Summary:

The Administrative and Personal Assistant provides administrative and office support, to the pastor, while organizing office communication and activities on a day-to-day basis for the pastor and ministry leaders and facilitate the efficient operation of the church. This person will also be responsible for handling and managing a variety of duties directly related to the mission and vision of the church as outlined below under the heading of Job Responsibilities.

Job Responsibilities:

- Handle information of a delicate, sensitive, or confidential nature
- Maintain church office computers and servers and work with IT vendors as needed
- Communicate effectively with pastor, other staff members, guests, and vendors to ensure priorities are managed
- Manage multiple tasks efficiently including weekly organization of pastor's schedule
- Direct the development, production, and distribution of all forms of church marketing materials (direct mail pieces, signs and banners, flyers, pamphlets, brochures, logos, etc.) as directed by the Pastor
- Setup and maintain filing systems as needed to ensure easy access to important information
- Develop, implement, and maintain a resource management tool (book text, magazine, periodicals, and newspaper articles, etc.) in support of sermon development and authorship of articles, books, other publications contained in the pastoral library
- Research, edit, and distribute sermons, articles, bible passages, biblical word studies, sermon illustrations, manuscripts, and other written material produced by the Pastor
- Maintain and provide social media updates for the Pastor including content updates, e-mail processing, blog posting, and other activities as directed
- Manage the Pastor's appointments and calendar functioning as the primary contact person for meetings and other schedule commitments
- Manage all forms of correspondence including inbound calls, voicemail, e-mail, and regular mail
- Create and manage a capital project dashboard for all active projects to track progress, and provide updates as needed
- Intercept and manage visitors and members seeking to meet with the pastor

Ministry Qualifications:

- Basic to intermediate knowledge of Greek and Hebrew
- Experience with Bible software i.e., Logos, Bible Works et al.
- Familiar with expositional style of teaching, exegesis, and hermeneutics

Requirements:

- Must believe that salvation is a gift from God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose blood was shed for the forgiveness of our sins
- Adhere to the Mission, Vision, and Core Values of Impact Church of The Woodlands
- The ability to communicate and give clear direction expertly and kindly, both verbally and in writing
- Capable of handling difficult situations, engaging in hard conversations and calling people to accountability when required
- Must show initiative and be able to work without constant supervision and direction
- Ability to discern needs and respond appropriately, sensitively, and proactively
- Possess intermediate or advanced IT skills and a willingness to work with acquire skills and adapt as needed to maintain computers and servers
- Computer literacy; Proficiency in Microsoft Word, Excel, Outlook & Power Point
- Must be able to exchange information accurately and confidentially (if required) between various groups within the church
- Excellent communication (written and verbal), time management and organizational skills
- Sustained and demonstrated ability to work well and thrive within a team environment
- Maintain a professional appearance and mannerism

Compensation:

- Compensation will be commensurate with requirements and experience

Hours:

- Monday – Thursday – 9:00 am -3:00 pm

Job Type:

- Part-time

Working conditions and environment:

- Must be able to occasionally lift or move objects up to 25lbs
- Must be able to occasionally stand for an extended period
- Must be able to occasionally walk reasonable distances

Additional Information:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and requirements of applicants.

Signature

Date

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.