

Position Title: Executive Assistant, Adult Ministries
Teams/Ministries: Adult Ministries

Position Type: FT/Salaried/Exempt
Reports To: Ministries Pastor

Purpose of Role: To support the mission of Journey Church through excellent and effective administrative services and assistance, utilizing all facets of the ministry processes for the Adult Ministries Team.

Primary Focus:

- Streamlines all facets of ministry administrative processes for the Ministries Pastor.
- Collaborates and assists with administrative needs for Adult Ministries (Connections and Groups).
- *Communicates effectively as a first point of contact representing the ministries and Pastor(s).*
- *Facilitates and coordinates all needs for managing, planning, and follow-up for all ministry programming and events.*

General Responsibilities:

- Serve as the primary point of contact for Adult Ministries administrative needs.
- Gatekeeper to assist with ministry Serve Team volunteers and assists ministries with their training, discipleship, development, and follow up.
- Manages all aspects of CCB platform (Church Community Builder) software for Adult Ministries to ensure follow up is happening with every person.
- Assists with all aspects of financial stewardship, accounting, event registrations, & tracking for each ministry budgets assigned.
- Supports Ministries Pastor, Groups Pastor, and Connections Pastor as requested.
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested
- Attends monthly: all Staff meetings, Ministry Assistant Team Meetings, and other meetings as requested by the Ministries Pastor.
- Assists Ministry Assistant Team with church wide administrative duties as assigned.
- Prays regularly for the church and its people, and models spiritual vitality and accountability
- All other duties as assigned.

Experience & Education Required:

- Proven track record of effective time management
- Comfortable and friendly demeanor when contacting people (over the phone and in-person)
- Excellent verbal and interpersonal skills
- Proficiency in Mac OS and Google Docs. Ability to learn and use CCB software
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively. Strong organizational skills.
- Team player who has excellent written and verbal communications skills and is mission driven.

Possess and exhibit the following core values in their daily lives:

- Love for God and Love for People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church is being an active member and attender.

Employee Signature: _____ **Date:** _____