

TGC Administrative Assistant

The Administrative Assistant will lead in the organization and execution of all administrative functions for The Gospel Church. As with all staff, the administrative assistant will work alongside the pastoral staff to help lead The Gospel Church in a way that glorifies God, encourages believers towards greater Christlikeness, and calls non-believers to the person and work of Jesus. The following responsibilities are the primary ways the administrative assistant will contribute to this:

- 1. Supporting the pastoral staff administratively by overseeing calendaring, expense reports, and office management.**
- 2. Providing event support for church wide functions.**
- 3. Serving as the primary point of contact for the church through phone lines and emails.**
- 4. Coordinating building use and facility maintenance.**
- 5. Scheduling payment of bills in conjunction with accounting service.**

The Administrative Assistant directly reports to the Executive Pastor and will also work closely with the Senior Pastor.

The successful candidate will possess strengths in:

- Communication
- Execution
- Problem solving
- Strategic organization

Position is hourly (Part time), up to 20 hours per week.

All interested applicants should submit a resume and cover letter to trey@thegospelchurch.com. The cover letter should answer the following questions:

- What interests you about working in a local church?
- What interests you about this position in particular?
- What administrative gifts and skills do you possess?