

Administrative Assistant Job Description

Title: Campus Pastors Administrative Assistant

Reports To: Campus Pastors; Pastors Tyler & Amber Gramling

Campus: Cooper City

Local/Global: Global

Administration for Cooper City Campus, global campuses communication

Summary: The Administrative Assistant to Cooper City Campus Pastor will help with administration for Cooper City campus, as well as assisting in any personal or administrative needs for campus pastor. This role will combine task-oriented work with leadership responsibilities. The responsibilities include managing calendars and meeting schedules for Campus Pastors, preparing for weekly meetings and retreats. They will take notes and create follow up from team meetings. They will manage Campus Pastors email account and responses. They will also serve as Communication on behalf of Campus Pastor to Cooper City Staff and Global Staff when needed. All staff members are charged with being ambassadors for Potential Church by protecting the vision and mission of Potential.

Expectations:

- Manage projects, tasks, and updates for Cooper City Campus Pastor
- Staff is expected to attend all staff meetings and retreats
- Staff is expected to serve at all holiday services including possible services on Christmas Day
- Staff are expected to adhere to annual block out dates
- Staff are expected to tithe and have a spirit of generosity
- Staff is expected to become at least a silver Temple Centurion
- Staff is expected to embody the mission, vision, and ethos of Potential Church
- Staff is expected to sit in at least one weekend service

Focus Areas:

Weekly:

- Administrative tasks to lift the arms of the Campus Pastors
- Manage budgets from Ministry Leaders and submit for approval
- Manage long-term budget projects for campus
- Organize and manage calendar for Campus Pastors including meeting requests and more.
- Communicate/follow up on behalf of Campus Pastors as needed
- Track and keep up to date inventory for campus supplies

- Note-taking and follow up for all meetings
- First time givers follow up
- Assist with the management of campus rentals and approvals for rooms on Cooper City Campus
- Manage the schedule of the receptionists
- Schedule and coordinate Huddle Leaders
- Manage Yearly Calendar of events for overall church
- Holding staff accountable to reporting their numbers

Monthly:

- Manage the calendar and recognition of staff birthdays/anniversaries
- Manage Expense Reports for Campus Pastors
- Invite and lead at each DNA night

Annually:

- Help coordinate and mobilize volunteers and teams for special events at Potential Church
- Assist in planning and executing all church led events

Experience/Skills:

Potential Church has a high capacity, driven staff with a culture of excellence and personal development. The church requires a self-motivated, proactive leader who is comfortable with a high level of involvement and a constantly developing environment. The Administrative Assistant to Cooper City Campus Pastor must be flexible and passionate in their role and be able to connect with all ministries globally. They must have excellent project management abilities and be able to balance multiple projects at once.