



JESSAMINE
CHRISTIAN CHURCH

Administrative Assistant

MAIN PURPOSE

The Administrative Assistant provides essential support to the Ministry Staff, ensuring the smooth and efficient operation of the church office and various ministry activities. This role requires a highly organized and detail-oriented individual with excellent communication skills and a passion for serving others.

WHAT A WIN LOOKS LIKE

- **Well-organized and efficiently** run ministry systems.
- Effective **communication** with church members and guests.
- **Accurate and timely** completion of ministry tasks.
- Strong **support** for the Ministry Staff.
- A **positive and welcoming** environment.

KEY RESPONSIBILITIES

Communication:

- Respond to church emails and phone calls in a timely and professional manner.
- Produce and distribute weekly or monthly newsletters, highlighting church events and announcements.
- Communicate with the bereavement team, order flowers, and notify church leadership upon the death of a church member.
- Upload sermon outlines and event information to the church app and website.
- Maintain and update the church calendar and door schedule.
- Manage communication with the Care Team, ensuring timely and accurate information sharing.
- Recruit, train, equip, and delegate office volunteers.

Organization:

- Maintain the church calendar and ensure all events and meetings are properly scheduled and communicated.
- Oversee the Care Team calendar, coordinating schedules and appointments.

- Provide support for Group needs, including managing attendance lists, advertising classes, and ordering study materials.
- Maintain office organization by ordering supplies, managing inventory, and ensuring a clean and welcoming environment.
- Assist with the organization and preparation of church events, including logistics, setup, and communication.

Ministry Support:

- Provide compassionate and kind support, whether in person or through communication channels.
- Assist with various ministry tasks as assigned.
- Maintain confidentiality and discretion in handling sensitive information.

QUALIFICATIONS

- A clear testimony of faith in Jesus Christ and a vital, growing relationship with Him.
- A strong commitment to prayer, Bible study, and spiritual integrity.
- Commitment to the mission and vision of Jessamine Christian.
- High school diploma or equivalent; Associate's degree preferred.
- Proficiency in/ability to learn Google Workspace and relevant church software (Planning Center, Canva, Mailchimp, etc.)
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail and ability to multitask effectively.
- Ability to work independently and as part of a team.

EXPECTATIONS

- All staff are asked to remember that no matter where you go, you represent Jesus Christ and JCC.
- An attitude of honesty, respect, accountability, and love.
- Job descriptions are not meant to limit your responsibilities, only clarify them. As staff, we embrace and champion all aspects of ministry, not just our “departments.”
- Maintain a professional demeanor and appearance at all times.