



Discovery Church

Administrative Assistant

Ministry: Administration; Pastoral Ministry Support

Job Title: Administrative Assistant

Reports To: Lead Pastor

Position Status: Part-time (small stipend; majority support-raised)

Time Investment: 15 hours/week

Purpose: The purpose of the Administrative Assistant is to support and supply the vision of Discovery Church: to help others discover meaning through the life and teachings of Christ. The A.A. accomplishes this through administration, relationship-building, outreach, and logistical support.

Responsibilities

Event Planning and Logistics

Coordinate & Supply Community Outreach

Retreat Planning

Purchase and Rental of Supplies

Pastoral Ministry Support

- Receipts, Voicemails, Calendaring, Emails, Booking Travel

Prayer Team Development and Appreciation

- Gifts, Preparing Newsletters

Website Updates

Prerequisites

Involved church member, in good standing with a local church

Preferred “S” or “C” personality in DISC Profile (though not required)

Preferred character traits: friendly, enthusiastic, structured, precise, reliable

Interview with Discovery Church leadership