



Job Title:	Authentic Community Administrative Assistant
Department:	Church Ministries
Directly Reports To:	Pastor of Authentic Community
Location:	Kenosha Campus
FLSA Status:	Non-Exempt
Work Schedule:	Part Time

Position Summary

The Authentic Community Administrative Assistant serves as a point of contact for all functions provided by and supported through the Authentic Community Department. This role handles administrative duties, including but not limited to, support to groups of all type, baptisms, partnership and department events. This position will also provide administrative support to other areas as needed.

Essential Duties and Responsibilities

- Assist the Pastor of Authentic Community in scheduling meetings and ministry calendar.
- Responsible for interdepartmental communication to pastors, support staff peers and office manager.
- Support launch of new initiatives, multisite communication, and coordination with other church departments.
- Provide administrative support for all ministries that fall under the Authentic Community Department
- Project management for departmental events and initiatives.
- Support and communicate with campus pastors, ministry heads and volunteer leaders at all campuses.
- Collect and report ministry metrics monthly.

Relationships

- **Pastor of Authentic Community** —The Authentic Community Administrative Assistant is directly accountable to the Pastor of Authentic Community in all matters relating to this role's work performance and tasks.
- **Office Manager** —The Authentic Community Administrative Assistant supports the Office Manager to ensure a smooth operation of Front Desk coverage.

Personal Responsibilities

- Maintain God-ordained priorities in this individual's life.
- Be loyal to the vision, mission, and values of Journey Church by always protecting the unity of the church and believing in the best of everyone.
- Adhere to the Journey Church Code of Conduct.
- Perform other duties assigned by the Pastor of Authentic Community.