

## **ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION**

Department: Support Staff  
Job Title: Administrative Assistant  
Employee Status: Non-Exempt



### **I. Summary of the Position:**

The Administrative Assistant's role is to provide administrative support to the ministries and staff of Graceway Church. This position helps ensure the smooth day-to-day operation of ministry functions through organization, communication, scheduling, and logistical support. Responsibilities include assisting ministry leaders, supporting events and projects, and helping maintain efficient systems across departments. This role requires a highly organized, flexible, and servant-hearted individual who thrives in a fast-paced, ministry-focused environment and is passionate about supporting the mission and vision of Graceway.

### **II. Experience & Knowledge Required**

- Minimum of one year of administrative or support role
- Strong attention to detail and organizational skills
- Ability to handle confidential information with integrity
- Ability to manage multiple projects and priorities effectively
- Proven track record of effective time management
- Excellent verbal and interpersonal communication skills
- Proficiency in Google Suite products
- Ability to quickly learn and adapt to new systems and processes
- Experience in problem-solving and decision-making

### **III. Essential Functions & Responsibilities**

- Provide administrative support to various ministries and departments across Graceway
- Coordinate calendars, scheduling, meetings, and ministry logistics
- Assist ministry leaders with organization, communication, and follow-up tasks
- Support the planning and execution of ministry events, gatherings, and initiatives
- Order, organize, and maintain office and ministry supplies as needed
- Assist with data entry, reporting, and document preparation
- Help manage projects, timelines, and ministry workflows
- Support the day-to-day operational and administrative needs of Graceway ministries
- Other duties as assigned

### **IV. Other Duties & Responsibilities**

- Manage projects, organize tasks, and prioritize workload effectively
- Communicate consistently with manager, staff, and ministry leaders
- Assist with event and meeting preparation, logistics, and administrative coordination
- Support ministry communication and follow-up efforts

- Help improve and maintain efficient administrative processes and systems
- Provide general administrative support to staff and ministry leaders
- Maintain flexibility in supporting a wide range of ministry functions and initiatives
- Other duties as assigned

**V. Attributes**

- Christ-like, servant-hearted attitude
- Aligned with the vision and values of Graceway Church
- Operates with a spirit of excellence
- Strong attention to detail and follow-through
- Relational, approachable, and hospitable
- High-capacity, self-motivated individual who can work independently
- Strong written and verbal communication skills
- Positive, flexible, and team-oriented

**VI. Extent of Personal Contact**

- Daily interaction with Graceway staff and ministry leaders
- Regular interaction with church members, guests, and volunteers

**VII. Physical Demands**

- Repetitive typing and computer work
- Ability to move around the building to assist guests and staff
- Occasional lifting of office supplies or packages

**VIII. Supervisory Responsibilities**

- N/A

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_