



Job Title: Administrative Assistant

Reports To: Pastor of Ministries

Status: Part-Time (20 hours)

About Us

Redeemer Church is a vibrant, gospel-centered church with a heart for making disciples and planting churches. We're looking for someone who is energized by a fast-paced, mission-driven environment and who enjoys juggling multiple tasks while supporting ministry leaders.

Job Summary

The Administrative Assistant role is ideal for someone who is passionate about using organizational and administrative gifts to serve the local church and to help advance the gospel. Do you love making things run smoothly behind the scenes, supporting leaders, and keeping teams moving forward? If so, this part-time Administrative Assistant role might be a perfect fit for you.

Key Responsibilities

1. Administrative Support for Ministry Lanes

- Serve as a proactive administrative partner, anticipating needs and responding with initiative and efficiency.
- Maintain and manage calendars, schedule meetings, and coordinate appointments with staff, church members, and external contacts.
- Prepare agendas, take meeting minutes, and follow up on action items, as needed.
- Create, edit, and format documents, presentations, and reports.

2. Communication Management

- Help maintain clear lines of communication with ministry teams, church members, and partner organizations.
- Draft and proofread communication pieces such as newsletters, announcements, and updates.

3. Task & Project Management

- Track and manage various ministry and operational tasks, ensuring follow-through and timely execution.
- Assist with document organization, data entry, and information tracking for projects, events, and discipleship initiatives.
- Collaborate with other staff to ensure alignment across departments.

4. Operational and Office Support

- Keep digital files and records organized (Microsoft, Planning Center, etc.)
- Order supplies and assist with logistics for ministry gatherings or church-wide meetings.
- Handle sensitive information with confidentiality and discernment.

Who You Are:

- A committed follower of Jesus with a deep love for the local church and its mission.
- Passionate about making disciples and planting churches, and excited to contribute administratively to that vision.
- Exceptionally organized, detail-oriented, and able to manage multiple projects at once.
- A strong communicator (written and verbal) who is comfortable interacting with staff, volunteers, and church members.
- A problem-solver who takes initiative and thrives in a fast-paced, collaborative environment.
- Tech-savvy with proficiency in email, calendar systems, cloud-based file management, and basic word processing/design tools (Word, Canva, etc.)
- Able to maintain strict confidentiality and exercise discretion in all matters.

Bonus Points If You Have:

- Experience supporting ministry leaders or church staff.
- Familiarity with Planning Center, Teams, or other project management tools.
- A good sense of humor and a love for sticky notes, spreadsheets, and people!

What Makes This Role Valuable?

This is not just a desk job - it's a vital role that helps fuel gospel movement. As you support different ministry lanes at Redeemer, you'll have a front-row seat to the spiritual and strategic life of the church. You'll play a behind-the-scenes role in the transformation of lives, the development of leaders, and the multiplication of churches. It's purposeful, it's fast-paced, and it's filled with opportunities to grow and contribute to something eternal.

Join the Team

Come join us in what Christ is doing through Redeemer Church, as we make disciples and plant churches. Be prepared to upload your updated resume and cover letter explaining why you'd be a great fit for this role.

To apply to Redeemer's Administrative Assistant role, [click here](#).