



ADMINISTRATIVE ASSISTANT II

JOB DESCRIPTION

10/01/25

City Church Ministries is made up of sub-organizations which includes City Church, Abundant Life Christian School, Christian Life College and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

Vision:

The vision of the Administrative Assistant II role is to partner with the assigned Pastoral staff and provide high level administrative support to help fulfill the needs of those ministries. This is effective by staying focused on administrative, in office tasks and not co-mingling ministerial or teaching duties. This type of role has a high level of responsibility, maintains boundaries and requires spiritual maturity and confidentiality.

Accountable to: Executive Administrative Assistant under the leadership of Senior Associate Pastor

Duties and Primary Responsibilities:

- Work with various Pastor and Ministry leaders to provide in office administrative support
- Assist in managing calendars, emails, and calls by scheduling and prioritizing
- Maintain a high level of communication including follow-up on people, projects, and action items
- Coordinate meetings and events, including Mission Trips and other activities through managing reservations, activities, food, decorating, and technology needs
- Communicate and assist with event planning for member related events such as funerals and weddings
- Work with the Communications Team with Ministry needs regarding literature, print, and social media
- Maintain Ministry related PCO lists including composing and sending out communications as needed
- Manage PCO Calendar, Events and Registrations for ministry related events
- Maintain organized, comprehensive, and accurate electronic and written records
- Support leadership with managing volunteer communication and schedules
- Create documents, presentations, and other materials for events, sermons, teachings, and trainings
- Provide support to other Admins, including Reception and Pastors with various projects as needed
- Work with City Church Pastors to acquire information regarding assigned projects and tasks
- Job share Reception responsibilities 2 days per week or as needed
- Attend weekly collaboration meetings and other meetings as requested and document as needed

Education/Experience:

- Associates Degree preferred
- 3+ years' experience in an administrative and/or assistant type role
- Strong technology experience with Microsoft, Adobe, Google platforms
- Willing to learn and apply new technology to increase efficiencies

Job Qualifications:

- A clear background check that meets our ministry requirements
- Sense of the calling from God to become a part of City Church for this role

Interpersonal Skills/Competencies:

- Servant Heart: Natural desire to help accomplish the goals of the leader and organization
- Effective Communication: Clear/concise, portrays confidence, uses judgment and navigate difficulty
- Emotional intelligence: Understands reasoning behind needs and influences emotions
- Relational: People-oriented, builds trust with others, and able to maintain good working relationships
- Grit: Strong sense of character with determination
- Foresight: Ability to anticipate future needs or potential challenges through past experiences
- Adaptability: Willing and able to quickly navigate change



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- Resourcefulness: Ability to improvise and come up with solutions on the fly
- Attention to Detail and Meticulous organizational skills
- Prioritization: Ability to judge between urgent and important needs

Classification: Non-Exempt/Full-Time

Physical Requirements: Able to sit, stand and move as needed for required shift. Lift 20 lbs.

At-Will Statement:

The employee or City Church Ministries may terminate employment at any time, with or without notice, and for any reason or no reason. Any employment at City Church Ministries is at-will and of indefinite duration. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by a member of Management Team.

Acknowledgment Statement:

I have read and understand the primary responsibilities, expectations, and job requirements listed in this job description. I understand this is not an exhaustive or comprehensive list of all possible duties and I'm responsible for complying with these and any subsequent revisions. I attest I am able to perform the essential job functions with or without any reasonable accommodations.

Applicant/Employee Signature:

Supervisors Signature:

HR Signature:

Date: _____

Date: _____

Date: _____