Job Description

PASTOR'S ADMINISTRATIVE ASSISTANT

Job Summary: To function as the Pastor's Administrative Assistant for RiverGate Church.

Job Duties: A general outline of the Pastor's Administrative Assistant duties is as follows:

1. Handle and organize details keeping Pastors informed.
2. Receive all appointments for the Pastors.
3. Using Outlook on your phone, monitor emails for important v-mail messages. Ensure incoming calls are routed to the appropriate staff. Submit a daily 3pm Call Log to Pastor Linda of the current day.
4. Determine how to receive UPS, FedEx, etc. deliveries.
5. Report any difficulties to Pastor Linda regarding the Harvest House. Do not go to the Harvest House director.
6. Contact Nordaggio's when cafe equipment has issues.
7. Communicate the corporate fasting prayers every third Wednesday of each month with the media booth staff.
8. Update the Fasting and Missions Groups kiosk when required.
9. Make all appointments, reservations, order tickets, etc. as needed for various functions and conferences the Pastors may attend.
10. Process orders via Amazon, Office Depot, Wal-Mart, etc. Submit receipts with Check Request forms to bookkeeping.
11. Communicate daily with Pastor Linda and Pastor Joel via their personal "Update" emails by 3pm.
12. Prepare, setup and cleanup Staff Meetings. Donuts and coffee and required documents.
13. Manage baby dedications including communication with parents, preparing a certificate with signatures of Pastor Linda and Pastor Cristin.
14. Manage the Kyocera printer staff access and contact support when needed.
15. Acquire additional RGC business cards as requested/needed.
16. Acquire monthly Podcast stats from the Webmaster and forward to PL on the 1st workday monthly.
17. Send newcomer letters to all first-time visitors. Send the newcomer list to Pastor Linda.
18. Update contacts in Robly.
19. Manage phone system with Encore.
20. Coordinate internet issues with Dan Sanders.
21. Communicate with the Facilities Manager as needed.
22. Manage bookstore orders. The items will need to be ordered and/or shipped to the customer.
23. Additional general office duties and/or tasks may be added to this list.

Working Relationships:

Responsible to: Pastor Linda (PL)
Works closely with: Other Pastors and professional staff of RGC

Gifts Required:

Service Helps
Hospitality Administration

Skills Required:

People and communication skills	Computer and typing skills
Able to proofread	Organizational ability
Able to plan details for events	Microsoft suite of applications

Time Required: Part-Time, 15-20 hours per week

Comments: This hourly position requires wisdom, discernment, flexibility in changing situations, and the ability to manage multiple tasks.