

Job Description

Administrative Assistant to Pastor of Sending & to the Send Team

Mission Connection

Our mission at Sojourn Midtown is to reach people with the gospel, build them up as the church, and send them out into the world. The Administrative Assistant to the Pastor of Sending and to the Send Team supports the mission of Sojourn Midtown by freeing the Pastor and the Send Team of administrative functions and enabling them to focus on leading the mission of the church forward. This is accomplished primarily through handling administrative duties, managing logistics, and streamlining communication, allowing the Pastor and Team to focus on strategic initiatives and pastoral care.

Responsibilities

● For the Pastor of Sending

- **Calendar:** manage the Pastor of Sending's calendar and be the primary contact person for meetings. Actively looks ahead in the Pastor of Sending's life and calendar to suggest scheduling, aid in prioritizing time, and help prepare for important but not urgent projects. Submit event and training requests for approval through the Rock.
- **Email:** manage, screen, and respond to emails as needed.
- **Coordinate:** phone calls, ZOOM calls, and face to face meetings.
- **Travel booking:** Book travel, including flights, hotels, transportation, and visas.
- **Organization:** Organize digital and paper files. Maintain a cloud-based organization system on Google Drive.
- **Communication:** Provide dictation, craft emails and letters, proofread writing, and take notes during meetings.
- **Budget Management:** Help organize and maintain finances for the Send Team

including: yearly budget creation, monthly reporting, monthly reconciliation of receipts, and deploy money as needed.

- Regularly meet with the Pastor of Sending, updating and debriefing current tasks, events, and projects.
- Help maintain a clean and organized shared office space.

- **For the Send Team**

- Attend monthly staff meetings.
- Aid in maintaining the Sending Team Slack.
- Keep Sent One dashboard updated with names, contact info, status, etc.
- Communicate with Sent Ones via Slack or other secure messaging applications to provide support and assist with administrative needs as required.
- Provide administrative support for missions events and projects under the leadership of the Mobilizer For Send Ministries.
- Work with the Mobilizer For Send Ministries to plan, promote and execute Short Term Trips with the primary tasks being travel booking, processing finances, equipping Trip Leaders, and managing Service Reef.
- Manage the mission house and van by overseeing scheduling, processing payments, coordinating maintenance and improvements, and addressing any issues that arise. This role involves working closely with volunteers to ensure smooth operations.
- Provide support for the Sending Team as needed.

Character and Competencies

- Be a man or woman of godliness and high character as reflected in 1 Timothy 3:8-13.
- Embody the six Midtown values and five Midtown staff values.
- Able to network, encourage, and enable people toward better and deeper ministry engagement.
- Fulfill the duties required of Sojourn Midtown members as outlined in the membership covenant.
- Be an engaging, high-capacity person, with a vision to handle a large diversity of details and projects, in an ever-changing environment.
- Ability to organize a daily workload by priorities.

- Excellent written and oral communication skills and strong editorial skills.
- Willingness to serve humbly with a knowledge of how everything we do serves the Lord.
- Demonstrates the desire and ability to work both as a self-starter and within a team environment.
- Able to learn and apply technology quickly. Basic computer skills including Canva, Apple and Microsoft Office programs, Zoom, Google Drive, Trello, etc.

Expectations

- Up to 20 hours a week
- Actively engaged in the life of Sojourn Midtown through regular Sunday attendance and meaningful participation in a community group.
- Participation in all Midtown staff meetings and quarterly member meetings.
- Participation as a Send Ministries staff member including staff meetings and various other responsibilities.
- Maintain a high level of professionalism in communication and organization.
- Must have the ability to handle sensitive issues, maintaining confidentiality as needed, including personal details of people’s lives and situations.

Reporting and Supervising Roles



Classifications

- Category: Part-time, Non-Exempt
- Staff Level: Support Staff
- Pay: Hourly