



Trinity Wellsprings Church Position Description: Administrative Assistant to the Senior Pastor

About Trinity Wellsprings Church

Trinity Wellsprings Church is a Christ-Centered, Gospel-Driven, Relationally-Authentic community of disciples bringing glory to God. Our mission is: *Being & Making Fully-Alive Missional Disciples of Jesus Christ who overflow into our community and world.* Located in the beautiful beachside town of Satellite Beach, Florida, Trinity Wellsprings Church is in the denomination of **ECO: A Covenant Order of Evangelical Presbyterians**. Our core values are:

- **Christ-centered.** Jesus is central to everything we believe and do. Our people and programs long to overflow from the fullness of Jesus.
- **Gospel-driven.** We believe the gospel (aka The Good News) is the most joyful, most life-giving, and most transformative news on planet earth.
- **Relationally-authentic.** Relationships matter. Authenticity counts. Sharing life together is at the core of who we are.
- **Glorifying God.** Humanity's chief aim is to glorify God and enjoy Him forever. God gets all the praise and glory in building up His church.

Purpose:

The Administrative Assistant will provide overall administrative support to the Senior Pastor including, but not limited to, assistance with planning, calendar integrity, and general administrative needs. Serve as an effective equipper, supporter, and team-builder for ministries in the church. Use God-given abilities in God's service and to contribute to the strength and health of His body of believers, all in accordance with God's will and the core values and mission of Trinity Wellsprings Church.

Qualifications:

- Be a committed follower of Jesus Christ and seek to serve His kingdom.
- Must be a servant and team player, seeking the overall good of TWC.
- Organized and detail oriented.
- Computer skills (Microsoft office preferred) in all office programs and ability to learn others quickly.
- Scheduling and Database skills or experience strongly preferred.
- Good verbal and written communication skills.
- Multi-tasker.
- Must be able to maintain confidentiality.

Accountability:

The Administrative Assistant is under the supervision of the Senior Pastor. He/She will work alongside the staff team, especially the Senior Pastor and the Director of Communications, on behalf of the congregation. The Administrative Assistant is accountable to the Senior Pastor and the Personnel Committee in concert with the Session of the church.

Description/Responsibilities:

- Assist in scheduling appointments, meetings, and conferences as needed.
- Prepare staff and session agendas and provide notes/summary/action items to people as needed.
- Prepare PowerPoint slides for Sunday worship services, funerals, and other events.
- Serve as back-up for e-newsletter, bulletin, and church communications alongside the Director of Communications.
- Help oversee and update church records, e-mail lists, membership rolls, and directories, ensuring accuracy and validity of information.
- Ensure office supplies remain fully stocked and available for use.
- Help oversee maintenance of church database and master calendar.
- Sort and distribute communications in a timely manner.
- Assist with recruitment of volunteers for various ministry teams as needed.
- Invite via telephone calls new visitors for Next Step classes.
- Assist with periodic plans for funerals and weddings alongside the pastoral staff.
- Maintain a neat and orderly work environment.
- Attend occasional night and/or weekend events as requested.

Compensation:

- The Administrative Assistant to the Senior Pastor is a part-time position involving approximately 12-15 hours per week (Tuesdays & Thursdays somewhat preferred).
- \$15.50 per hour

How to Apply:

Email your resume to Rev. Dr. Jason Carter, Senior Pastor: jcarter@trinitywellsprings.com