



Pastoral Assistant

JOB DESCRIPTION

SUMMARY

The role of a Pastoral Assistant is to assist an Elder(s) of the church in helping maintain calendars, manage email inboxes, schedule meetings, and execute on elder-specific projects and research. This role requires the ability to 1) effectively manage both internal and external communications through excellent written and verbal communication skills, 2) coordinate, implement, and execute events and projects, as well as 3) creatively think through ways of leveraging volunteers, systems, processes, and structures to see the church grow and flourish.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Pastoral Assistance

- Manage pastoral inbox (digital and physical) and field phone calls and meeting requests.
- Manage pastoral calendar, schedule meetings, plan travel itineraries, run errands, etc.
- Manage pastoral expenses, including receipt processing, and expense reconciliations.
- Help coordinate Western Washington Acts 29 events and trainings
- Manage pastoral book library
- Assist in communication, research, tasks, and projects as needed
- Additional Scope TBD

QUALIFICATIONS/SKILLS:

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be detail-oriented, with a focus on helping bring organizational clarity to DCC and its ministries
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows
- Must possess excellent written and verbal communication skills
- Have an aesthetic eye for detail, and ability to copy edit/proofread
- Proficient in Wordpress, Google apps, documents, spreadsheets, and administrative software. Familiarity with Adobe creative software suite and CSS is a plus
- 2-3+ years of administrative experience preferred

DETAILS:

Part-Time: Approximately 15-20 hours/week

Schedule: Flexible. Typically Monday through Friday (notwithstanding special events/trainings)

Vacation: Accrued for hours worked for part-time employees

Salary: TBD. Depends on skill and experience.