



Open Position – Administrative Assistant, University Blvd Campus

Organizational Role:	UB Administrative Assistant
Direct Report to:	UB Campus Pastor
Compensation:	\$16-19/hr commensurate with experience
Number of Hours:	Part-time (15-20 hours per week)
Office/Remote:	80% Office / 20% Remote
Office Location:	3105 University Boulevard, Tyler, Texas
Work Days:	Monday-Thursday

General Summary of the Position

The position of **Administrative Assistant on the University Blvd Campus** is responsible for the behind-the-scenes support of the church and staff. The role supports the Campus Pastor, Development Pastor, and campus staff with operational tasks within the ministry to assist us in growing into the fullness of God's design for us as a church family. These operational tasks include general office administration, calendaring and task processes, special events, church database engagement, and hospitality during office hours. There will be various administrative functions needed as our church family and staff continue to grow and this is a vital role to learn the behind-the-scenes operations that assist the health of our UB church family.

Who You Are

You are a follower of Jesus Christ and consistently seek His direction in your life. Prayer is a mainstay for virtually every consideration, and you thrive (and will thrive) in a faith-based environment surrounded by others who seek God in all things.

Your giftedness is enviable to many: your ability to pivot due to changes, shifting priorities, and sometimes deadlines and direction excites you. The positive way you respond to unpredictable situations assures those who you serve and support, of your willingness to keep all tasks and responsibilities moving toward the end goal.

Your analytical mindset is evident, and your positive outlook, along with your adept guidance, brings comfort through both personal and behind-the-scenes support. Completing tasks well is important to you, down to the smallest of details. You value follow-through and structure in your work and understand the importance of clear and precise communication. No task is too big when approached systematically. Multi-tasking and variety are exciting for you, and you actively seek to enhance your expertise.

Skills and Abilities:

- Excellent time management, people, and organizational skills
- Strong communication skills, including writing skills
- Self-motivated and proactive
- Positive attitude and servant posture – able and willing to serve others and put their needs first
- Ability to handle confrontation well – doesn't shy away from tough conversations, displays emotional intelligence, remains approachable
- Trustworthy and able to maintain confidentiality
- Available and flexible – a generous spirit that understands connection moments with people aren't always conveniently scheduled
- Excellent judgment and creative problem-solving skills
- Ability to gather data, analyze information, and identify opportunities for continuous improvement
- Ability to prioritize and demonstrate a high level of accuracy with attention to detail

Education, Training, Experience:

- High School degree or higher
- 1-3 years of experience in similar work/ministry environment
- Proficiency in Microsoft Office Suite, and Google Suite, with the ability to learn the church database, room reservation platform, and communication platforms
- An understanding of the Christian worldview and the ability to articulate those principles to others

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus Christian church and school seeking to find someone to serve as our **Administrative Assistant at our University Blvd. Campus**. We believe in *being and making disciples*. We are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Benefits that impact our staff culture:

- Wellness Care (Counseling and Pastoral)
- Monthly Staff Lunches
- Weekly Prayer Time
- Professional and Personal Development

Work or Ministry Team Context:

This position is attached to Campus Pastor and Development Pastor. It is based out of the Tyler Main offices expected on-site the majority of work hours.