



Position Title: Administrative Assistant, Old Jacksonville Campus

Campus (or Global):	Grace Community Church
Reports To:	Old Jacksonville Campus Pastor
Compensation:	Hourly (commensurate with experience)
Status:	20-25 hours per week
Office Location:	3105 University Blvd, Tyler, Texas
Alternate Locations:	Dependent upon ministry needs
Office/ Remote:	75% office / 25% remote
Work Days:	Monday through Thursday; Sundays (as needed)

What We Believe

Grace Community is about being and making disciples of Jesus Christ who are: fully giving their hearts in Worship to God, passionately engaged in the Mission of the Gospel, and intimately connected to a Community of Believers.

General Summary of the Position

The Administrative Assistant for the Old Jacksonville Campus will play an important role primarily in supporting the OJ Campus Pastor but will also handle certain administrative aspects in support of the Senior Pastor who is based out of the OJ Campus. This role requires a heart for ministry, and responsibilities will include general office administration, calendaring and task management, special events, and other duties as needed to support the health and growth of the OJ Campus and OJ staff team.

Essential Duties & Responsibilities

- Provide comprehensive administrative support to OJ Campus Pastor, including calendar management, meeting coordination and reservations, answering emails and phone calls, and managing projects
- Provide day-to-day administrative support to Senior Pastor, including routine tasks and requests such as correspondence, scheduling, purchases/reimbursements, and other general office duties as requested
- Assist in planning, scheduling, and executing OJ Campus events, including church-wide functions hosted on the OJ Campus
- Maintain contacts and processes in church database
- Assist with Sunday morning ministry as needed
- Attend weekly meetings such as OJ Campus meeting, Staff Prayer, 1:1s, monthly All-Staff meetings, and other meetings as requested
- Participate in monthly Ministry Enablement Team (MET) meetings with other Admin and Guest Services staff
- Align with the theological doctrine and core beliefs of Grace Community Church.

Skills & Abilities

- Excellent time management, organizational, and people skills
- Strong communication skills
- Self-motivated and proactive
- Positive attitude and servant posture
- Flexible and available, willing to serve others and put their needs first
- Trustworthy and able to maintain confidentiality

Imperatives for Success

- A committed and growing relationship with Jesus Christ
- Willingness to engage with a heart for God and people in the life and ministry of the church and alongside Grace Community staff
- Must be a member of the Old Jacksonville Campus
- Passionately embrace the mission and vision of Grace Community of Tyler
- Enjoy participating in a support role, exhibiting the heart of a servant

Education, Training, Experience

- College degree preferred
- Ministry experience in people and process-centric roles; non-profits, Christian ministries, and/or community-focused leadership roles (paid or volunteer)
- Proficiency in Microsoft Office Suite and Google Suite, with the ability to learn Asana, the church database, room reservation platform, and communication platforms

Work or Ministry Team Context

This position is attached to the Old Jacksonville Campus and serves the Old Jacksonville Campus Pastor, Senior Pastor, and OJ Staff team. It is based out of the Tyler Church Office and expected onsite the majority of work hours.