



# PRESTON TRAIL

community church

## JOB TITLE

- Care and EQUIP Administrative Assistant

## JOB OVERVIEW

Partner with the leadership staff and volunteers to effectively manage all aspects of the administrative role for the Care and EQUIP ministries in alignment with the mission, vision, and values of Preston Trail Community Church by supporting the administrative needs and overseeing the implementation of the day-to-day operations, administrative responsibilities, planning and execution, calendaring and operational organization. Main priorities in this role are:

- Managing the church databases for Care and Equip ministries regarding Planning Center Groups and coordinating facility requests, childcare needs, registration forms, and check-in processes
- Overseeing all scheduling and monthly reporting requirements for the ministries
- Leading the administrative tasks for the Care and Equip pastors

## QUALIFICATIONS

- Highly organized, proactive, and detail-oriented
- Possesses a high level of initiative and follow-through
- Possess the ability to use appropriate judgment, discretion, and confidentiality
- Experience handling a large volume of tasks in a timely and efficient manner
- Able to work effectively in a face-paced, ever-changing environment
- Exceptional interpersonal skills with the ability to maintain healthy and motivating relationships with direct reports, coworkers, and team members
- Administrative experience with the ability to quickly learn various internal processes and software
- Aligned with the mission and beliefs of Preston Trail Community Church and willing to sign our Leader Commitment