



ADMINISTRATIVE ASSISTANT TO GATHERING DIRECTOR JOB DESCRIPTION

Mission of The Journey: To help people find Jesus and follow him fully

General Description: Provides administrative and organizational support to the Gathering Director. Serves as project manager on key projects and helps facilitate communication.

Qualifications:

- Follower of Jesus with strong character
- In agreement with “[What We Believe](#)” and “[Leadership Core Values](#)”
- Likeable and fun to be around
- Abnormally high work ethic (an executor who makes things happen on a regular basis)
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- A demonstrable calling to ministry
- Ability to maintain confidentiality
- Strong administrative abilities, including proficiency in Microsoft Office programs and Google Apps
- Ability to edit and proofread executive communications

Essential Functions:

- Serve as project manager for specific projects; communicate with team members, keep track of all next actions, and ensure that team hits deadlines
- Help prepare materials for meetings; organize notes and ensure necessary follow-up occurs after each meeting
- Handle all ordering of resources online
- Keep filing and shredding up-to-date
- Assist with operational functions, including giving reports, budgets, and vendor management and communication
- Organize travel arrangements (flights, hotels, additional accommodations) for team and any outside speakers/visitors as needed
- Help Gathering Director communicate with staff, leaders, and Journeyers
- Respond to all phone calls and voicemails that require follow-up
- Help schedule appointments and manage calendars
- Organize all receipts and produce expense reports monthly for all corporate card expenses
- Assist executive with budget management and submit purchase requisitions as needed

- Run errands weekly as needed

General Responsibilities:

- Participate in weekly staff meetings
- Champion gather, connect, and serve

Position Type: Part-time, 10-15 hours/week

Reports to: Directional Team

Direct Reports: None

Physical requirements: None