



ADMINISTRATIVE ASSISTANT TO CODE RED PASTOR JOB DESCRIPTION

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

General Description: Provides administrative and organizational support to Code Red Pastor. Serves as project manager on key projects and helps facilitate communication with other staff and leaders.

Qualifications:

- Follower of Jesus with strong character
- In agreement with "[What We Believe](#)" and "[Leadership Core Values](#)"
- Consistently practices all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing & inviting, practicing a slot & spot, giving your first)
- 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)
- Ability to maintain confidentiality
- Strong administrative abilities, including proficiency in Microsoft Office programs and Google Apps, and ability to quickly learn CCB (church database)
- Possesses effective written and verbal skills

Essential Functions:

- Serve as project manager for all of Code Red projects; communicate with team members, keep track of all next actions, and ensure that team hits deadlines
- Manage and update all J-Team data; help Code Red team gather and analyze J-Team and Steps of Leadership data on a monthly basis
- Help prepare materials and agendas for meetings; organize notes and ensure necessary follow-up occurs after each meeting
- Manage all of Code Red Pastor's speaking engagements and leadership environments
- Assist Code Red Pastor with any large-scale events and develops team to help facilitate events
- Assist Code Red Pastor with any smaller-scale meetings with J-Teamers and leaders with scheduling, hospitality and room set-up

- Organize travel arrangements (flights, hotels, itinerary, additional accommodations) for team and any outside speakers/visitors as needed
- Help Code Red Pastor communicate with staff, leaders, and Journeyers via video, Marco Polo, or email
- Respond to all phone calls and voicemails that require follow-up
- Help schedule appointments and manage calendars
- Handle all ordering of resources online
- Organize all receipts and produce expense reports monthly for all corporate card expenses
- Assist with budget management and submit purchase requisitions as needed
- Run errands as needed

General Responsibilities:

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

Position Type: Part-time, 15-20 hours/week

Reports to: Steve Miller, Code Red Pastor

Direct Reports: None

Physical requirements: Lifting, pulling, bending, carrying and pushing as needed to set up activities and events

Process:

- Apply by going to <http://yourjourney.tv/job-openings/>.