



## Administrative Assistant

The Gospel Church Administrative Assistant will assist the Lead Pastor of The Gospel Church with his responsibilities of running the church, and other administrative tasks.

### Responsibilities:

- Assist the Lead Pastor in his responsibilities, organize his calendar, and schedule.
- Take minutes and assign tasks from meetings.
- Process connect cards and other incoming communication (church phone line, etc.)
- Assist worship team by delivering song charts and other tasks for Sunday morning worship.
- Oversee building calendar and maintenance.
- Maintain office supplies (ink, paper, etc.) & run errands.
- Event Support.
- Execute bill paying and receipting in conjunction with accounting service.
- Process the offering.
- Make weekly bank and PO Box runs for TGC.
- Assist pastoral team at TGC in other tasks as needed.

The successful candidate will possess strengths in:

- Strong execution skills.
- Strong communication skills.
- Strategic organization.
- Constructive and edifying communication.

Job Type: Full-time, salaried

Job Location:

- Nashville, TN

This job description is subject to annual review and revision. Revised 9.28.20