

Grace is looking for someone who is friendly, confident and detail-oriented to join our team as the Administrative Assistant to the Executive Pastor team. If you want to work in a fun, Gospel centered, collaborative environment, check out our latest job postings for more information!

Executive Admin Job Posting

Essential Functions

- Manage emails, phone calls, field inquiries, calendars, and correspondence of Executive Pastor team
- Assist in planning and preparing for Elder meetings, retreats, staff gatherings and other group events
- Schedule new initiatives, re-occurring events and appointments-providing logistics, assignment tracking, follow through and communication
- Assist in maintaining department budgets
- Provide strategic advising on morale, agenda creation, administrative personnel changes, office decorum and communication
- Help develop and maintain processes and procedures that are in alignment with overall policies and procedures

Imperative for Success

- Passionately embrace the mission and vision of Grace Community- you must be willing to attend Old Jacksonville services
- Be able to speak confidently on behalf of the Executive Pastor team
- Be warm and relational but also strong
- Enjoys playing a supportive role

Email resume to Human Resources hr@gcc.org