



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Administrative Assistant to the Lead Pastor

Gift Set: Administration, Communication, Organization, Helps

The Administrative Assistant to the Lead Pastor is a part-time (25-30 hours/week), in-office, staff member of Princeton Alliance Church in Plainsboro, New Jersey. This individual is primarily responsible for supporting all functions of the Lead Pastor's Office and also supporting the key functions of the Operations HR department. He/she will be reporting directly to the Lead Pastor and has a dotted line reporting to the Operations Team Leader.

The individual provides experience and expertise in the following areas:

Requirements

- Holds a minimum of an Associate's Degree in the field of administration (similar experience may suffice)
- Highly proficient in Microsoft Office, Google Docs, and Google Drive
- Possesses strong administrative and organizational skills and attention to detail
- Excellent verbal and written communication skills
- Time management skills, friendly disposition and good telephone etiquette
- Previous experience as an HR administrative assistant is required

Key Responsibilities to Lead Pastor

- Support the vision and strategic plan of PAC by embracing the mission of: Knowing God, Developing Community, and Bringing Hope to the World
- Model and mentor PAC's core values
- Act as first point of contact for inquiries to the Lead Pastor (written & verbal as needed)
- Provide office support for Lead Pastor: email/phone communications, copies, ordering, scheduling meetings and room bookings, coordinating daily calendar
- Update Lead Pastor on critical day-to-day items requiring his attention and assist in prioritizing workload and schedule
- Track and oversee the Office of Lead Pastor Budget
- Follow up on any staff assignments as directed by the Lead Pastor (i.e. staff leading chapel and staff prayer)
- Coordinate logistics for staff attendance at conferences and events (i.e. District Prayer, Staff Retreat, 900+, C&MA General Council, Christmas celebrations) as needed
- Provide Board preparation and communication as needed regarding regular and special meetings, agendas, presentations, member terms, and correspondence
- Be responsible for all administrative tasks concerning DPAC in collaboration with MMT
- Coordinate with MMT when Lead Pastor is officiating at weddings and funerals
- Provide District and Denominational communication support
- Provide support to Team Coordinators as needed such as vacation fill-in, and creative problem-solving in the team environment

- Research projects as directed by the Lead Pastor
- Take notes in meetings as required
- Display proper judgement and decision-making skills
- Follow through on commitments and goals
- Be punctual and have a good attendance record for required work activities
- Demonstrate a commitment to ministry and a willingness to work hard
- Accept other responsibilities as needed to support the Lead Pastor's Office, including Sundays as needed

Key Responsibilities to Operations Team Leader

- Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, salary increases; tracking vacation, sick, and personal time.
- Orient new employees by providing orientation information packets; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Assist Operations Team Leader/HR director in reviewing employee benefits, company policies and federal and state labor laws that apply to the organization
- Document routine human resources actions by completing forms, reports, logs, and records.
- Manage job applications, schedule interviews, and assist current employees with their queries.
- Update job knowledge by participating in educational opportunities; reading professional publications
- Accept other responsibilities as needed to support the HR department

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Attend weekly Ministry Team Coordinator meetings and participate effectively
- Train other coordinators or staff in systems if beneficial
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in or leading a PAC community group
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Lead Pastor regularly (every-other-week) regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

Communication/Coordination

- Serve as both an extension and representation of the Lead Pastor's Office in all communication and interactions with staff, volunteers and constituents
- Regularly communicate with the Lead Pastor on victories, challenges and goals

- Recognize the mission and needs of other ministries and assist in their completion as related to the Lead Pastor's Office
- Practice timely, complete, and confidential communication
- Build genuine and effective relationships with staff, volunteers, and congregation

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e. recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Administrative Assistant also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. The Administrative Assistant is (or will become) involved in a community group, in an active discipleship coaching relationship, a member of PAC (within six months of employment) and a regular attender of PAC weekend services.

To apply, email cover letter, resume and salary history to jobs@princetonalliance.org.