



Job Title: Administrative Assistant

Classification: Part-Time (up to 32 hours per week); Potentially Full-Time (depending on competencies and skills)

Supervisor: Pastor of Operations

Compensation: TBD, commensurate with experience

Redeeming Grace Church exists to go into our world with good news to make and equip growing disciples of Jesus Christ, and to be a community that exalts, displays, and declares the gospel of Jesus Christ for the glory of God.

Overview: We are seeking a reliable and detail-oriented Administrative Assistant to support the day-to-day operations of the church. This role works closely with the Pastor of Operations to ensure that administrative systems, financial processes, and ministry logistics run smoothly.

This position is ideal for someone who enjoys bringing order and clarity through strong organization and effective use of tools and systems. By supporting key ministry processes and administrative functions, this role helps free up pastors and leaders to focus on shepherding and disciple-making.

Key Responsibilities:

Administrative & Ministry Support

- Provide day-to-day administrative support to the Pastor of Operations and ministry leaders
- Coordinate key ministry processes such as baptisms, membership, new guest follow-up
- Track and manage communication, scheduling, and logistics for these ministry areas
- Assist with church-wide events, calendars, and internal communication

Finance Support

- Assist with processing expenses, reimbursements, and invoices
- Work alongside the Pastor of Operations and bookkeeper to maintain organized financial records
- Help track budgets and support basic reporting

HR & Personnel Support

- Assist with onboarding for new staff and volunteers
- Maintain personnel files and documentation
- Support payroll coordination and basic HR processes

Office & Systems Management

- Maintain church database and records
- Coordinate facility scheduling and usage
- Oversee general office organization, including supplies, inventory, and ordering
- Support the development and upkeep of simple, reliable administrative systems



Job Requirements:

- Is a professing Christian
- Agree with RGC's Statement of Faith, RGC's Membership Commitment, and Core Values
- Excellent verbal and written communication skills
- Excellent interpersonal skills, able to work with a variety of team members
- Able to use Microsoft Office (e.g., Outlook, Word, Excel, PowerPoint)
- Able to learn and use software and applications (e.g., Quickbooks, Planning Center, Canva, MailChimp – training provided)
- Strong organizational skills, attention to detail, diligence, and initiative
- Ability to adapt and shift tasks as needed
- Able to sit and work at a computer for extended periods

Preferred:

- Member or regular attendee of Redeeming Grace Church
- Prior administrative experience in an organizational setting

To apply, please complete our [application form online](#).