



## Administrative Assistant to Executive Pastor and Outreach Director

Position Type: Non-Exempt  
Category: Full-time  
Classification:  
Reports to: Executive Pastor and Director of Outreach & Justice

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### ORGANIZATIONAL OVERVIEW

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St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. At St. Luke's, we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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### POSITION OVERVIEW

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Primary responsibilities include administrative support to the Executive Pastor and Director of Outreach & Justice, and participation on assigned teams. Administrative Support empowers the mission of hope to be shared through the ministries of St. Luke's in hearts, homes and the community.

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### RESPONSIBILITIES

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Support to the Executive Pastor – *To provide administrative support to the Executive Pastor*

- Oversee and manage calendar, communication of schedule, phone calls and email
- Prepare materials/reports for meetings, and provide support for sermons and special services
- Manage information and maintain files (digital and print)
- Run reports from church databases/software
- Some meeting/event management
- Communicate on the Pastor's behalf with other clergy, staff, church and community members

Support to the Director of Outreach – *To provide administrative support to the Director of Outreach*

- Manage calendar, phone calls and email
- Manage financial reimbursements, credit card reports, and database reports
- Prepare materials for meetings
- Schedule appointments with new connections via Rock
- Coordinate with other Admin Assistants for room reservations and registration forms for various ministry leaders and ministry events

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## QUALIFICATIONS

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Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Associate or bachelor's degree in communications, journalism, education or related field preferred.
- Minimum of five years related experience.
- This position requires skills and gifting in organization, collaboration (with clergy, staff, volunteers, and vendors), planning, detail management, quality assurance and teamwork.
- High importance is placed on the ability to communicate verbally and in writing, editing documents, efficiently managing details, concurrent projects, and tight deadlines.
- A thorough knowledge of Microsoft Office and propensity to learn Rock (church management software) is essential.
- Knowledge of church management systems such as e-space, church databases, etc is helpful along with working knowledge of social media platforms.
- High level of skill with Microsoft365 is essential.
- Experience with managing and/or supporting event planning and or execution is useful.
- Available to work multiple Sundays

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*