

# ASSISTANT TO THE SENIOR PASTOR

*SOUTHSIDE CHURCH | Part-Time*

## PURPOSE STATEMENT

The Assistant to the Senior Pastor inspires people to follow Jesus by supporting the Senior Pastor.

## KEY ATTRIBUTES

- Proactive
- Self-starter
- Proficient with computer software applications,
- Comfortable with people and tasks
- Creative
- Resourceful
- Excellent Writing & Grammar Skills
- Organization
- Supporter
- Collaboration
- Attention to detail

## WORK HOURS

**20 hours/week, Monday-Friday**

In-Office Hours:

- Monday at Southside's Peachtree City Campus
- Second Tuesday of every month, 9am - 2pm for All-Staff meetings
- Weekly In-Person Meeting with Senior Pastor

## RESPONSIBILITIES

- Assist in planning and managing meeting agendas, calendar scheduling, phone calls, and other forms of correspondence
- Systematize long term planning and execution of the staff development plan working with HR and Ministry Services
- Assist in creative planning, logistics and implementation of various meetings
- Coordinate meeting agendas/notes and assign actionable items for follow-up to appropriate staff
- Occasionally attend various meetings and notate relevant information
- Provide logistical and strategic support for special events and projects
- Assist the Senior Pastor with Southside Online content grammar and filming logistics

## REPORTS TO

Senior Pastor

## HOURLY PAY

Calculated based on education and experience



**SOUTHSIDE  
CHURCH**