



Administrative Assistant

The Grove's Family Ministry is in need of a sharp and motivated Administrative Assistant. This position will work closely with the Family Pastor, focusing on communication and organizational tasks. Proactivity, follow-through, and positivity are critical to success in this position.

Reports To: Family Pastor

Works with: Family ministry team, parents, volunteer leaders

Works: Part-time, 10-15 hours per week

Administrative Oversight – 90%

- Serve as point of contact for family ministry emails, phone calls, etc.
- Prepare purchase orders, reimbursement requests, and other financial responsibilities.
- Work with Communication Team to prepare ministry promotional materials.
- Organize and schedule meetings and appointments.
- Attain proficiency in the church database system and train others.
- Purchase supplies for ministry.

Other – 10%

- Attend church all-staff meetings, devotions and trainings.

Before submitting a resume and cover letter, please read The Grove's Statement of Faith and Foundational Beliefs. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith and Foundational Beliefs.