



## Staff Position Description

**Position:** Lead Pastors Assistant

**Purpose of Role:** This role exists to provide support to the Lead Pastors with regard to administrative duties. This assistant has the responsibility to ensure that people are well cared for and tasks are completed with utmost excellence and efficiency, as an extension of the Lead Pastors of Cornerstone Church.

**Reports To:** Lead Pastors

**Employment Type:** Full Time

**Oversees:** Guest Ministry Volunteers, Event volunteers, Office management, Front Desk

**Primary Responsibilities:**

- Coordinate and manage calendars for Lead Pastors, including scheduling, appointment reminders and handling all related correspondence
- Oversee office management, including purchasing for office supplies and shared spaces
- Execute effective correspondence on Lead Pastors behalf as required
- Meeting attendance, information recording, prior and follow up communication
- Coordinate all details required for successful ministry travel for Lead Pastors
- Oversee all Guest Relations, including travel and event-related responsibilities
- Oversee major conferences and events in conjunction with assigned point people
- Coordination of front desk volunteers as the hub of all church information
- General administrative duties for the Lead Pastors

**Additional Responsibilities:**

- Continually evaluating and implementing innovative avenues to assist Lead Pastors
- Collaborate with other administrative leaders within the office to assess overall processes and determine most effective and efficient path forward
- Front Desk coverage

**Skills and Attributes:**

- Committed follower of Jesus Christ and faithful member of Cornerstone Church
- Carries the heart, vision and culture of Cornerstone Church
- Excellent oral and written communication skills
- Understanding reports and data and ability to determine appropriate strategies
- Self-starter with high efficiency and organization
- Strong decision making