



*Southwest Church is a Gospel Centered, Multiethnic, Intergenerational Church. We Love Discipleship!*

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## WHO WE ARE

### OUR FOCUS

Southwest Church is focused on discipling people to become committed followers of Jesus Christ. We desire all members of Southwest to be:

- **PLANTED** (the call to salvation)
- **ROOTED** (the call to foundation)
- **GROWING** (the call to maturation)
- **GOING** (the call to multiplication)

### OUR VALUES

- **We are Faithful** - We love Jesus! Our gospel-centered church will be driven by our gospel-centered team. We will aim for faithfulness to Jesus, Jesus' Word, and Jesus' will above all else. (1 JOHN 4)
- **We are Family** - Our families are our first ministry not the church. Our families will love the church and never feel like they have to compete with the church. So we'll honor the Sabbath, honor time away from work to invest in our families, and encourage our people to do the same. (1 TIMOTHY 3)
- **We are Fun** - Laughing, enjoyment, and celebration is gonna be normal here. Our calling is a serious one, but it is not one that is without amazing fun! (ECCLESIASTES 8)
- **We are Free** - We are a team on a mission. And you're free to make that mission happen! We let thoroughbreds run. We'll give you the play and make sure you're free to run it. Our team is free to lead. Free to speak. Free to innovate. Free to fail. All for the purpose of achieving the mission God has given us. (GALATIANS 2)
- **We are Forgiving** - Sin is serious and we won't let it remain in the camp. We will constantly forgive one another because we've been forgiven. When conflict happens,

we'll address it quickly, respond graciously, and move forward by keeping short accounts with each other. (MATTHEW 18)

- **We are Flexible** - We embrace change! There are no sacred cows here, just a sacred goal to make Jesus famous! We'll be geared to the times but anchored to the rock. (MARK 2)
- **We are Forthright** - We want to bear much fruit! And because ministry is hard to measure we'll allow iron to sharpen iron to make one another better! So we're gonna be forthright. Because fearless feedback yields fruit! (PROVERBS 27)



## EXECUTIVE ASSISTANT

**MINISTRY TEAM:** ADMINISTRATIVE SUPPORT



### SUMMARY

Performs meaningful work supporting the ministry of Southwest Church through the execution of key administrative support responsibilities for the Senior Pastor and Executive Pastor. This role works in collaboration with other Administrative Assistants and staff to provide the Executive Team with exemplary administrative ministry support.

### KEY RESPONSIBILITIES

As a vital member of the Administrative Support team, you will work closely with the Executive Pastor to support the Communications team. Your responsibilities include, but are not limited to:

- Serve as the initial ambassador for the Executive team by fielding initial phone calls, walk-ins and email inquiries.
- Performs a multitude of administrative functions, including calendar/meetings management, coordinating travel arrangements, generating/managing documents, etc.
- Provide administrative support for events, including managing registrations, tracking resources, and coordinating volunteers.
- Maintain the church database records for the Elder Board and Finance members.

- Provide the Executive Team with overall ministry calendaring insights and act as the primary point of contact for ministries seeking to schedule time with the Executive Team.
- Oversee and maintain the Executive Team's office supplies inventory.
- Support monthly church credit card and petty cash reconciliation for the Executive Team
- Perform other duties as assigned.

## QUALIFICATIONS

- 5+ years of administrative experience in a ministry setting is preferred.
- Able to meet deadlines while managing multiple projects.
- Strong communication and computer skills.
- Must be a proactive self-starter, creative problem solver and team player.
- Able to work collaboratively with other department teams to support the ministry of Southwest Church.
- Understanding of confidentiality and proper care of personal information.
- Knowledge of computer applications such as Word and/or Pages, Excel and/or Numbers, PowerPoint and/or Keynote, etc.
- **Physical requirements:** Constant periods of sitting and repetitive motions. Occasionally able to lift or move up to 20lbs and standing or walking.