



105 Second Street
Albany, New York 12210-2516

Church: (518) 465-9375

Fax: (518) 436-7927

Pastor's Study: (518) 465-9969

METROPOLITAN

NEW TESTAMENT MISSION BAPTIST CHURCH

EXALT JESUS ✦ EQUIP PEOPLE ✦ ENGAGE COMMUNITY

REVEREND DR. DAMONE PAUL JOHNSON, SENIOR PASTOR

Charlie R. Harvey, Chair of Deacons • Brenda Peoples-Jones, Chair of Trustees

Administrative Assistant to the Senior Pastor Position Description

Job Title: Administrative Assistant to the Senior Pastor

Status: Part-Time Hourly Non-Exempt

Hours: Variable (Hybrid)

Compensation: \$20hour/ 6-8 hours weekly

Role:

The Administrative Assistant to the Senior Pastor serves as the trusted assistant while providing high level administrative support to the Senior Pastor and the church. The Administrative Assistant is expected to maintain complete confidentiality and serve as a caring assistant to interface with all members of the Metropolitan community while providing direct support to the Senior Pastor. This position manages the Senior Pastor's complex schedule and performs a wide range of administrative activities. The holder of the role will prepare correspondence and prioritize items requiring the Senior Pastor's attention. They support committees and boards staffed by the Senior Pastor. This role interfaces and collaborates with the entire Administration team including the Director of Operations, Church Clerk, Assistant Church Clerk, and Office Manager. This part-time role requires a proactive individual with excellent communication skills, discretion, and a heart for ministry.

Key Responsibilities:

- **Calendar Management:** Maintain and coordinate the Senior Pastor's schedule, including appointments, meetings, and engagements. Provide the Senior Pastor travel schedule, accommodations and conferences, and provide back-up materials, special arrangements and transportation related to these activities.
- **Church Calendar Oversight:** Ensure alignment of the pastor's commitments with church events, services, and ministry activities.
- **Email Correspondence:** Monitor and respond to emails on behalf of the Senior Pastor, ensuring timely and professional communication.
- **Administrative Support:** Assist with basic office tasks, document preparation, filing, and other clerical duties as needed.
- **Liaison Duties:** Act as a point of contact between the pastor, church leadership, congregation, and external stakeholders. Provide hospitality support, arrange meals, accommodations, and logistics for meetings, events, guests, and programs hosted by the Senior Pastor.
- **Confidentiality:** Handle sensitive information with discretion and professionalism.
- Other duties as assigned by the Senior Pastor.

Qualifications:

- Previous experience in administrative support, preferably in a church or nonprofit setting.
- Strong proficiency in Microsoft Office, Google Workspace, and email management.
- Excellent organizational, time management, and problem-solving skills.



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- Ability to work independently while maintaining clear communication with the Senior Pastor.
- Strong written and verbal communication skills.
- Requires flexibility for occasional evening and weekend responsibilities.
- College degree in Business or related field is preferred.

Core Competencies Required:

1. **Problem-Solving:** identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
2. **Technical Skills:** Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
3. **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
4. **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
5. **Customer Service:** Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
6. **Interpersonal Skills:** Focuses on solving conflict; not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control: Remains open to others' ideas and tries new things.
7. **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
8. **Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments for goals and objectives; Supports everyone's efforts to succeed.
9. **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation: Able to deal with frequent change, delays, or unexpected events.