

Job Title: Administrative Assistant to Executive and Family Ministries

Location: Trace Church, Colorado Springs, Colorado

Reports To: Lead Pastor

Position Type: Full-Time

Salary: \$40,000-\$50,000

Position Summary:

Trace Church is seeking a highly organized, proactive, and spiritually grounded individual to serve as the Assistant to an Executive Pastor and Family Ministries. The ideal candidate is detail-oriented, trustworthy, confidential, communicates well, and can manage multiple priorities in a dynamic ministry environment.

Key Responsibilities:

Administrative Support to the Executive Pastor:

- Manage and maintain the Executive Pastor's calendar, appointments, and travel arrangements.
- Screen and manage calls, emails, and correspondence on behalf of the Executive Pastor.
- Assist in preparation for presentations, reports, and other materials as needed.
- Maintain high confidentiality on sensitive matters involving staff and other church leadership, communications, and finance.

Administrative Support to Kids and Student Ministries:

- Develop and maintain administrative data and processes for various students and kids ministry events, registrations, and communications.
 - Take meeting minutes and follow up on action items for Family Ministry Team Meetings.
 - Provide administrative support to Kids and Student Directors for special events.
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Qualifications:

- A growing, personal relationship with Jesus Christ and alignment with Trace Church's mission, vision, and values.

- Proven experience in executive administrative support and/or office management (3+ years preferred).
 - Strong organizational, project management, and multitasking skills.
 - Excellent written and verbal communication abilities.
 - Proficiency with office software (Google Workspace, church management software, Planning Center, Leadr, etc.). Know or be willing to learn A.I. tools that can help the organization.
 - Discretion and sensitivity in handling confidential information.
 - Friendly, servant-hearted demeanor with a collaborative spirit.
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Preferred Qualifications:

- Prior experience working in a church or nonprofit setting.
 - Bachelor's degree in business administration (preferred but not required), office management, or a related field.
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Working Conditions:

- Occasional evening or weekend availability for key church events or meetings.
 - Comfortable working in a faith-based environment with regular prayer, scripture, and worship.
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To Apply:

Please submit your resume, a cover letter detailing your experience and calling to this role, and two references to careers@tracechurch.com