



## **Personal Assistant to the Lead Pastor**

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The Personal Assistant is responsible for providing general administrative support to the Lead Pastor. This position reports directly to the Lead Pastor and the Executive Pastor respectively.

### **SPECIFIC SKILLS NEEDED**

**Strong Communication:** The Personal Assistant will need strong written and oral communication skills in order to effectively and diplomatically engage internal and external requests.

**Organization/Planning:** The Personal Assistant must be able to manage multiple administrative platforms and possess a strong attention to detail.

**Self-Motivator:** Many of the tasks of the Personal Assistant position require an individual to work independently and manage their time effectively and efficiently. This person will possess a strong work ethic and maintain a positive and proactive rapport with the Lead Pastor.

### **RESPONSIBILITIES**

- Respond to emails requests for the Lead Pastor; Route messages accordingly
- Help to create and edit documents and notes
- Set up meetings and maintain Lead Pastor's schedule and calendar
- Coordinate speaking engagements

### **ADDITIONAL INFORMATION**

**Experience and Background:** 2+ years in office administration preferred. Must possess a vibrant and growing faith in Jesus Christ and committed to [becoming a member of Quest](#) upon hire.

**Hours, Compensation and Benefits:**

- Part-Time: 10hrs/week; flexible work schedule and work-from-home options
- Compensation: \$14.38/hour

**Application Information:** Position open until filled. Please email cover letter, resume and at least three references to our Executive Pastor: [gail@seattlequest.org](mailto:gail@seattlequest.org)

**Contact Information**

Rev. Gail Song Bantum, Executive Pastor

[Quest Church](#)

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