



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Compassion Administrative Assistant **EFFECTIVE/REVISED:** Aug 28, 2026

SUPERVISOR'S TITLE: Senior Director of Compassion **DEPARTMENT:** Compassion

CAMPUS: ☐ Campus ☒ Central

LEADERSHIP LEVEL:

- ☐ EXECUTIVE
- ☐ DEPARTMENT HEAD
- ☐ DIRECTOR
- ☐ COACH
- ☐ LEADER
- ☒ STAFF

EXEMPT CLASSIFICATION:

- ☐ PASTOR
- ☒ MINISTER EXEMPT
- ☐ EXEMPT
- ☐ NON-EXEMPT

PAYROLL STATUS:

☐ FULL TIME	☒ PART TIME	WEEKLY HOURS: 29
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Eastside's unofficial motto is "This Is For Everyone." Eastside's mission is to Pursue God, Build Community, and Unleash Compassion. If you're looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership and is intentional about promoting a healthy staff culture, then Eastside might be the place for you.

As the Compassion Administrative Assistant, you will work closely with the Compassion team to ensure that all administrative details of Local and Global Compassion are executed flawlessly. This includes coordinating with ministry leads, volunteer teams, managing timelines, and troubleshooting any issues that may arise. A strong faith in God and a passion for creating an environment where people can connect are essential for this role. Your attention to detail and organization will be invaluable as you work to bring the vision of Eastside to life each week.

01. Summary of Position:

The Compassion Administrative Assistant will be serving the church by providing administrative support to the Compassion teams as well as the Senior Director of Compassion.

02. Supervisory Responsibilities:

- This job has no supervisor responsibilities

03. Duties and Responsibilities:

• Senior Director of Compassion Assistant

- Special project management
- Multiple Administrative responsibilities (reports, budgets, projects, etc)
- Team Scheduling & Calendaring meetings
- Credit card, budgeting & other financials - check requests, purchases, reimbursements
- Liaison with other departments

• Department-Wide Support

- Multiple General Administrative Duties including:
 - Answering general compassion team phone calls, texts and emails
 - Scheduling meetings/rooms for team
 - Create presentations and signs
 - Shipping to multiple campuses or organizing deliveries
 - Proof reading documents
- Support processes (ie data entry, metrics management, volunteers, Next Gen projects, social media, database, etc)
- Compassion Storage area logistics oversight
- Initiative support

• Local Compassion

- Benevolence logistics support (check requests, gift card orders/deliveries, etc)
- Online local wishlist & opportunity approvals in database
- Local Partner support with handoffs/meeting (ie. warehouse pickups, etc)

• Global Compassion

- Support Global Trip/Traveler administrative logistics (name tags, background checks, forms, etc.) by updating team rosters to report to team for both Mexico and Overseas trips
- Manage Service Reef platform for Global Team Travelers

- Perform other responsibilities as assigned by supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Must have an education level of a bachelor's degree or have comparable experience.
- Must have 3 years of related experience.
- Must have computer skills in Google products and Microsoft Suite. Experience with ROCK, Monday.com, Slack, Social Media and Canva is a plus.
- Must have the ability to identify problems, exhibit both inductive and mathematical reasoning
- Must have the ability to comprehend written and oral information and to express written and oral information with clarity
- Must have excellent interpersonal, verbal/written communication skills, and mathematical skills.
- Must be a self-starter

- Must be confidential, flexible, accurate and have good follow-up skills

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 3x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

06. Physical Demands & Work Environment:

- Must be able to lift and/or move up to or more than 30 pounds
- Additional remarks regarding work environment (i.e. sitting for long periods of time)
- The employee is frequently required to use hands to handle or feel and reach with hands and arms
- The employee is occasionally required to stand and walk

We concur with this Job Description.

Staff Member

Supervisor

Date