

Administrative Assistant

Maverick Church

Position Type: Part-time 10 hours per week

Compensation: 25/hr

Reports to: Lead Pastor

Role Overview

Maverick Church is a two-year-old church plant with a growing congregation of about 250 people. We're looking for a dependable, organized Administrative Assistant who will work closely with and alongside the Lead Pastor to help keep the day-to-day operations of the church running smoothly.

This role is ideal for someone who enjoys supporting leadership, bringing order to details, and serving the mission of the local church in a behind-the-scenes but meaningful way.

Key Responsibilities

(Responsibilities will flex with the size and needs of the church—this is not a high-volume administrative role.)

- Provide administrative support to the Pastors and Staff
- Manage scheduling, calendars, and basic correspondence
- Assist with document preparation, emails, and light data entry
- Help coordinate communication with staff, volunteers, and ministry leaders
- Maintain basic organization of church records and files
- Support occasional church events or ministry needs as requested

What We're Looking For

- Organized, reliable, and detail-oriented
- Comfortable working independently and communicating clearly
- Warm, professional, and discreet with confidential information
- Familiarity with basic office tools (email, documents, calendars)
- Alignment with the mission, values, and faith of Maverick Church

Work Environment

- Collaborative and relational
- Flexible hours appropriate to a church of our size
- Opportunity to grow with a young and expanding church community

This position will be posted and the position will be filled after a series of interviews with applicants. We're hoping to fill this position by March 1st of 2026.

Interested or have questions?

We'd love to chat. info@maverickchurch.org