

Job Title: Lead Pastor's Administrator & Office Manager

Location: Trace Church, Colorado Springs, Colorado

Reports To: Lead Pastor

Position Type: Full-Time (or Part-Time, as needed)

Position Summary:

Trace Church is seeking a highly organized, proactive, and spiritually grounded individual to serve as the Lead Pastor's Administrator and Office Manager. This hybrid role provides direct administrative support to the Lead Pastor while overseeing the daily operations of the church office. The ideal candidate is detail-oriented, trustworthy, communicates well, and can manage multiple priorities in a dynamic ministry environment.

Key Responsibilities:

Administrative Support to the Lead Pastor:

- Manage and maintain the Lead Pastor's calendar, appointments, and travel arrangements.
- Screen and manage calls, emails, and correspondence on behalf of the Lead Pastor.
- Assist in researching for sermons, presentations, reports, and teaching materials as needed.
- Take meeting minutes and follow up on action items from staff or leadership team meetings.
- Maintain high confidentiality on sensitive matters involving pastoral care, church leadership, and strategic planning.

Office Management:

- Oversee the day-to-day operations of the church office and administrative staff/volunteers.
- Ensure timely and accurate communication of requests from the Lead Pastor to others.
- Maintain office systems including filing, database management, supply inventory, and equipment maintenance.
- Coordinate scheduling and logistics for church-wide meetings, events, and facility use.

- Interface with vendors, contractors, and service providers for the office systems.

Financial & Administrative Oversight:

- Assist with budget tracking, invoice processing, and financial documentation in collaboration with the finance team of the Lead Pastor's budget.
 - Support the pastor in stewardship campaigns and giving tasks management.
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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 (Microsoft Office Suite, Google Workspace, and church management software such as 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.
 - Familiarity with social media management, website updates, and digital communication tools.
 - Bachelor's degree in business administration, 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 business@tracechurch.com