



**Job Title:** Burleson Campus Pastor Administrative Assistant and Campus Coordinator

**Location of Employment:** Burleson Campus  
342 SW Alsbury Blvd  
Burleson, TX 76028

Cleburne Campus  
1315 Grandview Hwy  
Cleburne, TX 76031

**Schedule:** Sunday – 8:00a – 12:30p - Burleson Campus  
Monday 8:30a – 3:30p – Cleburne Campus  
Tuesday 8:30a – 3:30p – Cleburne Campus  
Wednesday 8:30 – 3:30p – Burleson Campus  
Thursday 8:30a – 3:30p – Burleson Campus

**Rate of Pay:** \$15/Hour

**Job Description:** To serve The Heights Church by playing an instrumental role alongside The Campus Pastor in the administration and function of the building, growth, development and maintenance of the campus.  
To assist in facilitating events and conferences at the campus level.  
Assist Campus Pastor with managing schedule.  
Assist in all paperwork and workflow processes for campus.  
Maintain and file documents.  
Respond to emails and phone calls.  
Coordinate weekly meetings with the Campus Pastor and campus staff.  
Partake in any other meetings as needed.  
Assist in opening/closing of facility for small groups and other on-campus meetings and activities.

**Desired experience:** Minimum of one year of administrative or support role.  
Proven track record of effective time management.  
Experience in problem solving.  
Ability to handle multiple projects effectively.  
Exceptional interpersonal, verbal, written and organization skills.  
Ability to handle confidential information.  
Basic understanding of mathematics.  
Familiar with Microsoft Office, Word, Excel and Outlook.  
Willingness to work additional hours if needed.