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Welcoming all to learn, celebrate, and share Christ's life-changing love!

Position Title: Administrative Assistant

Reports To: TBA

Directly Supervises: N/A

Status: Part Time/10 hours per week

FLSA: Exempt

Effective Date: 2025

Job Summary: The Administrative Assistant will offer administrative support to church staff and front office.

Essential Functions:

- Assist with printing and ordering internal and external communications needs.
- Point person for Sharepoint, Realm, Zoom and other technologies for internal communications
- Oversees registrations, surveys and other means of gathering input for staff and volunteers
- Assist with collecting videos for communications
- Oversees mailings

Other Responsibilities:

- Other duties, as assigned

Minimum Qualifications:

- Work experience relevant to required duties; graphic design experience preferred
- Positive, proactive attitude
- Detail oriented, highly organized, and capable of multitasking
- Strong written communication and administration skills
- Proficient with technology tools including Microsoft Office Suite (Sharepoint Essential), social media, and current tools like Realm.

Physical Requirements:

- Must be able to effectively operate office equipment

Core Competencies:

Mission Ownership and Execution: Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation and can effectively communicate these ideas to staff and laity. Effectively executes the mission and vision by anticipating organizational

barriers, using working knowledge of channels of communication and organizational decision-making processes to overcome these barriers, and understanding and supporting teamwork by promoting group goals ahead of personal agenda and offering self as resource to other team members.

Helping Orientation: Exudes a natural sense of care for the well-being of others and attends to their needs in an appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.

Initiative: Enjoys working hard and sets demanding, but achievable, objectives for self and others. Seizes opportunities and is not afraid to take calculated risks. Generates innovative ideas and fresh approaches. Learns from mistakes and has good judgement regarding viable ideas and suggestions.

Attention to Detail: Keeps larger picture in mind while consistently attending to the many small pieces which must be assembled into an organized whole. Follows up on missing items. Able to determine and answer questions needed to address a problem.

Technical Expertise: Demonstrates the technical skills required to proficiently execute the essential function of the job and develops any skills that are lacking.

Time Management: Uses time effectively and efficiently to accomplish organizational goals. Can prioritize appropriately and respect the time of others. Can sense what will help or hinder accomplishing a goal and eliminates roadblocks.

Aesthetic Awareness: Demonstrates a natural awareness of the effective organization of space for different purposes. Possesses a natural orientation towards cleanliness and orderliness of space. Appreciates the value of and need for sacred space and knows how to physically tend to it.

Listening: Engages in thoughtful and attentive listening and listens beneath the surface for real intent that may contradict the spoken message. Overcomes personal bias to genuinely hear the ideas and concerns of another.