

**JOB DESCRIPTION**  
**Administrative Assistant**  
**Campus: Town Center**



**Ministry Area:** Town Center Campus Office

**Ministry Position:** Administrative Assistant

**Time commitment:** 10 hours per week, part-time non-exempt hourly

**Report to:** Pastor David Black, Town Center Campus Pastor

**Position Overview**

As the Administration Assistant to the Town Center Campus office, this ministry position is designed to effectively serve the ministries of Grace Church by executing projects and tasks that lead the people of Grace in a growing journey with Christ and by being responsible to give office support to the staff at Grace Church, Town Center Campus.

**Essential Job Functions**

- Perform tasks related to weekend service.
- Reconcile monthly credit card statements.
- Prepare and submit expense and mileage reimbursement forms.
- Maintain a calendar of Town Center Campus activities and events.
- Maintain records of meetings, ministry activities and other functions.
- Assist staff in creating written and visual reports and documents.
- Personal assistant to Campus Pastor that includes his calendar and preparation of varies agendas.
- All other tasks as requested.

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant’s heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

**General Requirements**

- A committed and faithful attendee of Grace Church, specifically at the campus listed.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Have attended or is in the process of attending intro classes of Grace Church.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord’s money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.

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- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Be willing to perform other duties as required in a spirit of servitude.
- Has strong administrative, communication, planning and interpersonal skills.

**Measured by**

- 30/60/90 day new hire review by the Town Center Campus Pastor.
- Annual Review by the Town Center Campus Pastor.
- Input from staff and volunteers