

JOB DESCRIPTION
Administrative Assistant
Campus: Bath



Ministry Area: Sports Ministry

Ministry Position: Administrative Assistant

Time commitment: 25 hours per week; part-time non-exempt hourly

Staff contact: Donny Varney, Sports Ministry Pastor

Position Overview:

As part of the office administrative team, the purpose of this position is to provide exceptional organizational services for the sports ministry department of Grace Church with special attention given to supporting the administrative needs of the sports ministry pastor.

Essential Job Functions

- Proactive approach in tracking, measuring and following-up with details and tasks including the management of the Sports budget.
- Capability of managing complex systems and/or software programs.
- Coordinate and schedule all meetings and calendar appointments for the sports ministry pastor.
- Strong written communication skills which include writing emails on behalf of sports ministry pastor that reflect his heart and personality.
- Provide administrative support for sports ministry coordinators as approved by sports ministry pastor.
- Provide administrative support for volunteer leaders as approved by sports ministry pastor.
- Strong customer service skills.
- Regularly collaborate with other office personnel and sports ministry volunteers.
- Interest and desire to use athletics as a platform for ministry.
- Basic working knowledge of sports, recreation and fitness.
- Flexibility to occasionally work from various locations at non-regular times.
- Open-mindedness to learn and master new ideas and concepts.
- Ability to multi-task while still upholding a strong attention to detail.
- General ability to create sharp and dynamic visuals in a timely fashion.
- Exemplary work ethic that is both preemptive and solution-driven.
- Intuitively possess a healthy desire to make things better.
- All other tasks as requested.

Spiritual Life:

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has 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 (1 John 5:14).

General Requirements:

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Updated 4.20.2018

- 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 the campus introduction classes within the first six months of hire.
- 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.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- 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.
- 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.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured by

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