



JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: ELLET

Ministry Area: Office of the Campus Pastor

Ministry Position: Administrative Assistant to the Campus Pastor of Ellet Campus

Time commitment: 20 hours per week, part-time, non-exempt hourly

Reports to: Gary Underwood, Campus Pastor of Ellet Campus

Position Overview:

This position provides administrative support to the Campus Pastor, manages special projects, coordinates travel arrangements and other tasks that assist the efficiency of the Campus Pastor. As part of the office administrative team, there will be general office assistance to be given at times.

Essential Job Functions

- Provide administrative and clerical support to the Campus Pastor including managing calendar appointments, office paperwork, answering phones, expense report, quarterly report, and the administrative side of pastoral responsibilities.
- Coordinate logistics for appointments, leadership meetings, travel, speaking engagements, preaching, mission trips, etc.
- Assist the Campus Pastor with systems development for administrative side of pastoral responsibilities.
- Assist with the Campus Pastor's outside ministry opportunities such as Moody Distance Learning, networking and education.
- Maintains all records and conversations with confidentiality.
- Represents the Campus Pastor and the Ellet Campus warmly, effectively and respectfully to the Grace Church staff, congregation and public.
- Assists with planning of ministry events hosted by Campus Pastor or his family.
- As available, assists Campus Pastor's wife and other staff members with events and projects.
- Other duties as assigned.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance, WordPress, Gracelink, Wufoo, etc.
- Acute attention to detail.

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).
- Must have a passion for people and opportunities outside of the church (Acts 1:8).

General Requirements

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Has attended or is in the process of attending the Grace Church introductory classes.
- 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.
- Mature faith evidenced by faithfulness, a servant's heart and teachable attitude.
- Proven ability to accomplish tasks and projects utilizing highly developed communication (written, verbal and interpersonal), project management, time management and collaboration skills.
- Demonstrates the ability to perform high quality, detailed work without supervision within assigned deadlines.
- 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).
- Is self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart that is focused on ministry to people, not just a job.
- Handles confidential matters and material with integrity and humility 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. Willing to learn in-house management systems such as Gracelink and Wufoo and Planning Center.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Is willing to perform other duties as required in a spirit of servitude.
- Strong administrative, communication, planning and interpersonal skills.

Measured By

- 30-60-90 day review by the Campus Pastor of Ellet Campus.
- Annual Review by the Campus Pastor of Ellet Campus.
- Input from staff, leaders, and volunteers.