

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: SHARED CAMPUSES



Ministry Area: Administration

Ministry Position: Administrative Assistant

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

Reports to: Jim Margida, Director of Administration (DoA)

Position Overview

As part of the office administrative team, this position provides support for the Director of Administration. The responsibilities that fall within the office of the DoA include all the campuses of Grace Church in the areas of finance, facilities, human resources, and a variety of special projects that require communication with outside resources as well as staff. This is a position that works to represent this office with excellence and efficiency.

Essential Job Functions

- General administrative duties (i.e. phone, scheduling, reconciling expenses, clerical work, maintaining records, preparing agendas for meetings, travel arrangements).
- Being able to prioritize the many tasks that come through the office.
- Giving needed support for a variety of projects (ie: putting together overviews/dashboards, gathering statistics, etc.).
- Ability to manage multiple tasks simultaneously, that range in scope and complexity.
- Executing the details of planning and hosting events with excellence.
- As needed, provide assistance to the finance team.
- Willing to provide occasional requests that will be outside normal office duties.

Technical Requirements

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

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

- 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

- A 30-60-90 day review by the Director of Administration.
- Annual Review by the Director of Administration.
- Input from staff and volunteers.