

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: MEDINA EAST



Ministry Area: Administrative
Ministry Position: Office Assistant
Time commitment: 25 Hours; part-time, hourly, non-exempt
Report to: Medina East Office Manager

Position Overview:

The Office Assistant works to provide administrative office and ministry support, assists with special projects and maintains accurate church information through GraceLINK.

Essential Job Functions

- Greets guests to the campus during office hours. Answers phone calls.
- Processes Connect Card information weekly in GraceLINK.
- Updates GraceLINK forms, process queues and events to support church events and Discovery.
- Assist with all aspects of GraceLINK use in maintaining and managing accurate church records.
- Creates quarterly and yearly data reports.
- Processes church family services and care requests – such as membership, funerals, baptisms, pastor on call, etc. and is the campus wedding assistant.
- Supports the work of the Welcome Center – communication updates, maintaining bookstore records, processing bookstore purchases, etc.
- Provides administrative support to the Student Ministries department.
- Attends ministry area staff meetings and MEC All-Staff.
- All other tasks as requested/assigned.
- Maintains all records and conversations with confidentiality.
- Represents the Medina East Campus staff effectively and respectfully, to the congregation and public.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Acute attention to detail.
- Strong Communication skills

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

- Adheres to and support the vision and philosophy of Grace Church and its leadership including the Statement of Faith.
- Has completed or is in the process of completing Discovery within the first six months of hire.
- Actively making disciples or moving toward disciple-making.
- Will care for others while 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.
- Possess organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- 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.
- Possess a strong work ethic (We are the recipients of the Lord's money).
- Self-directed, organized and a self-starter. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Is willing to perform other duties as required in a spirit of servitude.
- Is proficient and confident in your computer skills which include the programs of Microsoft Office; willing to learn in-house management systems such as Box, GraceLINK, etc.
- Can maintain a high level of accuracy in preparing and entering information and develops processes to efficiently complete work.
- Strong administrative, communication, planning and interpersonal skills.

Measured By:

- 30/60/90 day and annual review by the Office Manager
- Input from staff and volunteers.