

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: BATH**



**Ministry Area:** Children's Ministry

**Ministry Position:** Administrative Assistant

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

**Staff contact:** Christy Kear, Director of Children's Ministry

**Purpose**

As part of the Administrative Team of the Bath Campus, 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, by being responsible to give general support to the office staff and specific support to the Children's Ministry area of Grace Church, Bath Campus.

**Essential Job Functions**

**General Responsibilities**

- Assist in the development and implementation of effective systems to accomplish successful events (logistical processes and financial accountability).
- Provide proactive administrative support for the Grace Church staff.
- Demonstrate strong people skills as the voice and personality of the ministry area.
- Accurately and consistently communicate with staff, volunteer leaders, and others.
- Be a valuable and contributing, collaborative member of the Grace Office team.
- Assist in scheduling, communication and administrative work for POWER Kids ministry and Director of Children's Ministry.
- Communication with staff, volunteers and families of Grace of POWER Kids events and needs. (including Grace Link forms and events, website, etc).
- Administrative oversight of Child Dedications, PK Baptisms, Birthday cards, PK office volunteers, weekly PK Staff meeting agendas, calendar of Director of Children's Ministry, PK Events, and Coordinator Meetings.
- Answer and return phone calls and emails.
- Learn and assist in the room scheduling process.
- Attend staff meetings as requested.
- Perform all other duties as assigned.

**Technical**

- Is proficient and confident in computer skills which include the programs of Microsoft Office. Excel will be widely used in this position, so an above average knowledge would be beneficial.
- A willingness to learn and become proficient in all in-house management systems and any other programs that will help enhance Grace Church ministries.

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## **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).
- Work as for the Lord (Colossians 3:23).
- Love Christ with a desire to see others love and know Him (Ephesians 3:14-19).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

## **Expectations**

- 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 the campus introduction 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.
- 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).
- Has a heart focused on ministry, not just a job.
- Is able to keep confidences and work within a team environment.
- 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.
- Is willing to perform other duties as required in a spirit of servitude.
- Has the ability to maintain a high level of accuracy in preparing and entering information and developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team and be flexible as assignments and/or weekly needs arise.
- Dependability, thoughtfulness, and trustworthiness.
- A professional, yet personal approach to ministry.

## **Measured By**

- A 30/60/90 day review by the Director of Children's Ministry.
- Annual Review by the Director of Children's Ministry.
- Input from staff and volunteers.