



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

**Ministry Area:** Know It

**Ministry Position:** Know It Administrative Assistant

**Time commitment:** 15 hours per week, part-time non-exempt hourly

**Report to:** Dr. Richard Fisher, Pastor  
Brent Spillan, Coordinator

**Position Overview**

Being part of the Bath Campus Administrative Assistant team, this position primarily provides administrative assistance and support of Know It department projects, events, and initiatives as directed by the Pastor of Know It. This position requires a commitment to the vision of Grace Church by equipping and training for spiritual growth and ministry. Evenings and holiday (Christmas and Easter) services are not required unless there are specific Know It initiatives where attendance is needed.

**Essential Job Functions**

Help Administrate tasks involved in planning, scheduling & administration of the Know It ministries under the direction of the Know It Ministry Coordinator.

- Assist with Administration of DBR, Licensure schedules & processes.
- Help in supporting “Know It” volunteers.
- Assist with Administrative details for events: Week 1 Discovery Groups, gatherings, classes etc.
- Assist with communications for Know it Department.
  - Coordinate with ministry leaders that support and promote Know It.
  - Coordinate & schedule teachers for upcoming classes.
- Will be a contact and a manager of GracelINK for Know It.
  - Record and maintain information (i.e., attendance) for Know It through GracelINK.

Carryout various administrative tasks for the Know it team.

- Review / follow up on Connection Card.
- Print any signage and all class materials, curriculum, as directed by the Ministry Coordinator.
- Purchasing & managing supplies needed for all classes, trainings & events.
- Coordinate Know It Information for the First Impressions team (and info Desk).
- Manage and submit monthly expense reports, for the department credit card.
- Assist with daily Bible reading process.
  - Email Senior Pastor’s office assistant with weekly reading for programs.
  - Post the daily bible readings into the newsletter program.
- Manage know It staff calendars as needed.
- Cross train on duties with other Know It staff.

- Periodically serve as requested by the Office Manager.
- Be present and assist in all Discovery Group Week One events.
- All other tasks as requested.

### **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 in GraceLINK
- Acute attention to detail

### **Spiritual Life**

- Actively making disciples (Matthew 28:18-20).
- 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 (1 John 5:14).

### **General Requirements**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Is a faithful and regular attendee of the Bath Campus.
- Have attended or in the process of attending week one of the Discovery 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.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- 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 that is 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; be willing to learn in-house management systems such as Logos, and Wufoo.
- 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 Pastor of Know It.
- Annual Review by the Pastor of Know It.
- Input from staff, teachers and volunteers.
- Effectiveness of the "Know It Training" program to resource teachers and maximize the time/effort of the Pastor of Know It.