



**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: BARBERTON**

**Ministry Area:** Know it, Live It, Give It Away

**Ministry Position:** Administrative Assistant

**Time commitment:** 10 hours per week, hourly non-exempt

**Reports to:** Thena Scruggs, Campus Coordinator

**Position Overview:**

This position works to provide administrative office support, assisting with special projects and helps to maintain accurate church information.

**Essential Job Functions**

- Answering phones
- General Administrative duties (i.e. phone, scheduling, reconciling expenses, clerical, maintaining records, preparing agendas, ordering of supplies, travel arrangements, etc.)
- Contributes to the execution of the vision of Grace Church through active participation in vision, planning, and staff meetings.

**Technical Requirements**

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Strong writing and grammar skills.
- Willingness to learn and develop proficiency of website updating and maintenance in GraceLINK and Wordpress.
- Acute attention to detail.
- Excellent people 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 – knows that this is the beginning to healthy ministry and job function.

**General Requirements**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Has attended or is in the process of attending week one of 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.

- 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 that is focused on ministry, not just a job.
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- 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.
- Has the ability to equip and build teams.
- Willing to perform other duties as required in a spirit of servitude.
- Strong administrative, communication, project management, and interpersonal skills.

**Measured By**

- 30, 60, 90 day new hire review given by the Campus Coordinator
- Annual review by the Campus Coordinator
- Input from staff and volunteers