

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: NORTON**



**Ministry Area:** Care and Mobilization  
**Ministry Position:** Administrative Assistant  
**Time commitment:** 15 hours/week, part-time non-exempt hourly  
**Staff contact:** Pastor Jonathan Carey, Care and Mobilization (C/M)

**Position Overview**

This position exists to support the Care and Mobilization Pastor with organizational tasks that enhance the level of care and equipping of the Norton Campus, and support of our local and global partners.

**Essential Job Functions**

**Care**

- Contact individuals, confirm details, arrange and keep track of visitation and follow-up on surgeries, hospitalization, rehabilitation and nursing home needs.
- Keep hospital and care facilities board up to date.
- Assist in developing, training and maintaining a Care and Visitation Team.
- Communicate prayer requests
- Serve as a clearinghouse for Agape Requests (ie. keep track of budget and available resources, assign pastors to each request, etc.)
- Contact pastors and/or care volunteers about visitation opportunities.

**Premarital and Wedding Support**

- Keep track of couples through the premarital process (applications, signed commitments, payments, scheduling, SYMBIS assessment, etc.)
- Assign a wedding coordinator to couples being married at our facility.
- Assist in developing, training and maintaining of Marriage Mentors
- Assist with broadening SYMBIS certification among pastors and marriage mentors.
- Help plan events/training to catalyze healthy marriages.

**Local and Global Partnerships**

- Assist in organizing, creating, promoting, and enhancing local partner opportunities (ie. Feed My Starving Children, Trunk Food, GIA Summer Spree, Christmas Giving Tree, etc.).
- Manage mission trip information (people interested, expenses, assist with scheduling and organization of meetings, etc.)
- Create updated local and global partner prayer guides.
- Communicate local and global partner updates and prayer requests.
- Assist global ministries volunteers with communication, meeting schedules, and specific tasks.

**General**

- Assist with various administrative tasks.
- Create and maintain forms and invites, manage responses.
- Update website with information on groups, resources, events, etc.
- Work with Gracelink to perform mail merges, and document pertinent information.

- As part of the office support team, be available to answer phones as needed, assist with campus tasks, step in to assist other office staff as needed.
- Maintain confidentiality of documents and information as needed.
- Assist with schedule of rooms, facilities, and keep calendar current.
- Make necessary purchases for ministry needs.
- Manage expenses (i.e. reimbursements, monthly expenses, travel expenses).
- Make phone calls to volunteers and care recipients.
- Help Pastor of C/M stay current with correspondence (birthdays, anniversaries, thank you and encouragement notes).
- Assist with minutes, correspondence, and travel as Inspire Recording Secretary and NEO District Statistician.

### **Technical Requirements**

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Willingness to learn necessary in-house programs (GraceLINK, Box, etc.), social media, and website updates and maintenance.
- Acute attention to detail.
- Excellent management and people skills.

### **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 and Staff Creed.
- Have attended or is in the process of attending the Discovery Classes of Grace Church.
- Be engaged in Life Group and disciple-making.
- 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.
- Has the ability to equip and build teams.
- 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.
- Will agree to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30/60/90 day and yearly review by Care and Marriage Pastor.
- Input from staff and volunteers.

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Updated 10.24.2018