

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
Campus: Bath



Ministry Area: Young Adult Ministry

Ministry Position: Administrative Assistant

Time commitment: 15 hours/week; non-exempt hourly

Reports to: Keith Keltner, Pastor of Young Adults

Position Overview

As part of the office administrative team, the purpose of this position is to provide administrative support, assisting with special projects & helping to maintain accurate church information. At the end of the day the administrative assistant is to protect the pastor of Young Adult Ministry schedule to do only the things he can do.

Essential Job Function

- General administrative duties (Phone, scheduling, reconciling expenses, travel arrangements, ordering supplies).
- Learning about and regularly maintaining online data base and website.
- Leading volunteers.
- Organize and taking care of details for large events including promotional material.
- Manage several projects at a time along with their budgets.
- Other responsibilities assigned by the Pastor of Young Adults.

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.
- 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.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30/60/90-day new hire review by the Pastor of Young Adults.
- Annual Review by by the Pastor of Young Adults.
- Input from staff and volunteers.