

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: SHARED CAMPUSES



Ministry Area: Administration

Ministry Position: Administrative Assistant

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

Reports to: Jim Margida, Director of Administration

Position Overview

The Administrative Assistant works to implement the vision of Grace Church by providing support to the Director of Administration, across all campuses of Grace Church, in the areas of Finance, Facilities, Human Resources, Risk Management, and a variety of special projects.

Essential Job Functions

- Oversee and manage calendar appointments for the Director of Administration.
- Provide administrative and clerical support to assist with administrative project needs, events, and initiatives.
- Maintain all records and conversations with confidentiality.
- Perform other duties as assigned.

Specific Requirements

- 2-3 years administrative experience minimum, executive level preferred.
- Proficient in MS Office (Outlook), Excel, MS Word, and PowerPoint.
- Acute attention to detail.
- Excellent project management and people skills.
- Strong communication and organizational skills.
- Methodical thinking and able to work independently in a fast-paced environment.

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

- Is a faithful and committed attendee of Grace Church.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has attended or in the process of attending the introductory class for your Grace Church campus.
- 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.

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- A mature faith evidenced by faithfulness, a servant's heart and teachability.
- Demonstrates the ability to perform high quality, detailed work without supervision within assigned deadlines.
- Possesses organizational and multi-tasking abilities and be able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is 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; 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.
- Has strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- A 30-60-90 day new hire review by the Director of Administration.
- Annual Review by the Director of Administration.
- Input from leaders, staff, and volunteers.