



JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: MEDINA EAST

Ministry Area: Administration

Ministry Position: Assistant to the Campus Pastor

Time commitment: 25 hours weekly, part-time hourly, non-exempt status

Report to: Tony Livigni, Campus Pastor

Position Overview

The Assistant to the Campus Pastor will provide high-level administrative support to the Campus Pastor. This position is expected to maintain complete confidentiality and serve as a caring assistant to interface between both the Medina East congregation and guests, and the Campus Pastor. This position requires a cheerful, pleasant, mature, and caring Christ-like spirit, a good sense of humor and the ability to work with a diversity of people confidently and effectively.

Essential Job Functions

- Provides administrative and clerical support by managing the Campus Pastor's calendar functioning as the primary contact person for meeting and schedule commitments. Proactively forecasts and plans for future commitments several months and even years in advance.
- Meets regularly and communicates often with the Campus Pastor to effectively serve the administrative side of pastoral responsibilities.
- Completes office paperwork, expense, and credit card reports, answering calls/emails communicating on behalf of the Campus Pastor (all-campus mail merges, First-Time Giving cards, etc.) with professionalism and grace.
- Coordinates all logistics for appointments, Steering Team and leadership meetings, travel, speaking engagements, mission trips, etc.
- Assists with pastor's outside ministry opportunities such as with Charis, networking, and education.
- Serves as the event planner for ministry events hosted/led by the Campus Pastor or his family.
- Catalogues all sermons, teachings, resources and speaking engagements.
- Supports Campus Pastor administratively with campus Care needs such as weddings and funerals while collaborating with Care staff.
- As part of the MEC administrative team, occasionally supports overall campus administrative needs as assigned by the Campus Manager.
- Maintains all records and conversations with confidentiality.
- Represents the Medina East Campus Pastor effectively and respectfully, to the congregation and public.

Technical Requirements

- Excellent skills with Office Suite, including Outlook and Power Point
- Exceptional communication and organizational skills
- Confidence in your use of technology
- 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

- Is a regular and committed weekend attendee of the Medina East Campus of Grace Church.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- 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).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart 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.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30/60/90 day new hire and Annual Review led by the Campus Pastor.
- Input from leaders, staff, and volunteers.