

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: MEDINA EAST



Ministry Area: Administrative

Ministry Position: Office Assistant

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

Reports to: Stefanie Noethen, Campus Manager

Position Overview:

The Office Assistant works to provide administrative office and ministry support, assists with special projects, and maintains accurate church information through GraceLINK. This position requires a friendly and caring disposition able to express “*gospitality*”, gospel-centered hospitality, while interacting with a diversity of people.

Essential Job Functions

- Greets guests and vendors to the campus during office hours.
- Answers phone calls communicating messages and requests to appropriate staff members. Communicates with professionalism and grace.
- Processes weekly Connect Card information in GraceLINK; Coordinates first-time guest communication.
- Assists with all aspects of GraceLINK such as forms, process queues and events to maintain accurate church records; Records weekly attendance in GraceLINK and updates master spreadsheet.
- Creates and sends Pastor’s Report and prayer requests to appropriate groups.
- Creates and maintains quarterly and yearly data reports.
- Communicates Care needs to the GIA Coordinator in a timely manner.
- Processes campus mail; manage office postal machine.
- Purchases required office supplies. Tracks office expenses. Maintains office equipment.
- Supports the work of the Welcome Center with communication updates and by maintaining bookstore records, processing bookstore purchases, etc.
- Provides administrative support to Student Ministries.
- Attends MEC All-Staff, ministry area staff meetings and meets regularly with the Campus Manager.
- All other tasks as requested/assigned.
- Maintains all records and conversations with confidentiality.
- Represents the Medina East Campus staff effectively and respectfully, to the congregation and public.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Acute attention to detail. Able to multi-task.
- Strong communication 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, 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, Grace Values and Staff Creed.
- Has attended or is in the process of attending the Discovery Classes of Grace Church.
- Is 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.
- Willing to perform other duties as required in a spirit of servitude.

Measured By

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