

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: GREATER AKRON



Ministry Area: Advancement

Ministry Position: Administrative Assistant - Advancement

Time commitment: 15 hours per week, part-time hourly, exempt status

Report to: Rick Scavuzzo, Director of Advancement

Position Overview:

This position provides administrative support to the office of Advancement at Grace Church.

Essential Job Functions

- Provide administrative support for all aspects of cross-campus meetings and events that include Grace All Staff meetings, Sr. Leadership Team meetings, Pastors and Directors meetings, and Administrative Board of Elder meetings.
- Provide administrative support for cross-campus project meetings by issuing agendas, documenting meetings and organizing required follow up.
- Provide administrative assistance for "30 in 30" efforts to support out of town campuses (Town Center and Gathering Point) including assisting with visits to Akron and trips to the out-of-town campuses by pastors and staff.
- Provide administrative and clerical support to the Director of Advancement including managing calendar appointments, office paperwork, answering phones, expense report.
- Provide administrative logistics for outside appointments and travel.
- Maintain all records and conversations with confidentiality.
- Represent the office and Grace Church effectively and respectfully to the staff, congregation and public.
- Other duties as assigned.

Technical Requirements

- Confidence in your use of technology including skills in the Microsoft Office Suite software (Excel, Word, Outlook, PowerPoint).
- Acute attention to detail.
- Willingness and ability to develop proficiency in GraceLink reports.

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 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.
- A mature faith evidenced by faithfulness, a servant's heart and teachability.
- Proven ability to accomplish tasks and projects utilizing highly developed communication (written, verbal and interpersonal), project management, time management and collaboration skills.
- 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 computer skills that include the programs of Microsoft Office; is willing to learn in-house management systems such as Gracelink, Sharepoint, and Wufoo.
- 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

- 30-60-90 day review by the Director of Advancement
- Annual review by the Director of Advancement
- Input from staff, leaders, and volunteers