

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: BATH**



**Ministry Area:** Family Ministry - Collective

**Ministry Position:** Administrative Assistant

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

**Report to:** Josiah Bogue, Associate Pastor of Collective Young Adult Ministry

**Purpose**

As part of the Collective Team and Administrative Assistant Team of the Bath Campus, this ministry position is designed to effectively serve the ministries of Grace Church by executing administrative tasks that lead the people of Grace in a growing journey with Christ, giving support to the leadership and to the Collective ministry area.

**Essential Job Functions**

**General Responsibilities**

- GraceLink
  - Event submission, approval, and updating group information
  - Tracking attendance for all events
  - Creating and running reports on attendance
- Finance
  - T-accounts for retreats and other events
  - Receipt/Credit Card management
  - Budgeting events/managing spending
- Schedule
  - Working out the scheduling logistics for meetings
  - Managing Josiah's schedule
- Communication
  - Managing email for Associate Pastor of Collective Young Adult Ministry
  - Communicating with key leaders and volunteers about meetings and updates
  - Following up with people who reach out to Collective
    - Coordinating with leaders to make sure they're following up with new people and people who are becoming disengaged
- Ordering & pickup on supplies
  - Thursday nights
  - Group/event needs
  - Retreat supplies
  - T-shirts and merch
- Follow-up
  - Taking notes during team meetings and following up to make sure tasks are coming along on time

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## Technical

- Is proficient and confident in computer skills which include the programs of Microsoft Office. Excel will be widely used in this position, so an above average knowledge would be beneficial.
- A willingness to learn and become proficient in all in-house management systems and any other programs that will help enhance Grace Church ministries.

## 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).
- Work as for the Lord (Colossians 3:23).
- Love Christ with a desire to see others love and know Him (Ephesians 3:14-19).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

## Expectations

- Faithful and committed attendee of Grace Church, Bath Campus.
- 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 completed or is in the process of completing Discovery within six months of hire.
- 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.
- 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.
- 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 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.
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- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.
- Is willing to perform other duties as required in a spirit of servitude.

## Measured By

- A 30/60/90 day review by the Associate Pastor of Collective Young Adult Ministry.
- Annual Review by the Associate Pastor of Collective Young Adult Ministry.
- Input from leaders, staff, and volunteers.

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