

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: MEDINA EAST**



**Ministry Area:** Administrative

**Ministry Position:** Office Assistant

**Time commitment:** 20 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. Schedules and tracks attendance for office volunteers.
- 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.
- Attends MEC All-Staff, ministry area staff meetings and meets regularly with the Campus Manager.
- 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

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### **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**

- Faithful and committed attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Has a heart focused on ministry, not just a job.
- 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.
- Is teachable and willing to learn how to develop both strengths and weaknesses.
- 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), working the required weekly hours.
- Is self-directed and a self-starter, pro-actively working independently with minimal supervision.
- Is proficient and confident in 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.
- 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**

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