

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**  
**CAMPUS: SHARED CAMPUSES**



**Ministry Area:** Administration

**Ministry Position:** Administrative Assistant

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

**Report to:** Jim Margida, Director of Administration

**Position Overview**

The purpose of this role is to perform Executive Administrative support for the Director of Administration and to help support the Administration Office of all campuses of Grace Church. These responsibilities include managing schedules, arranging meetings, and small project management.

**Essential Job Functions**

- Rigorously manage the calendar of the Director of Administration. This also includes regular calendar reconciliation with the Director of Administration.
- Assist in the administrative project needs which include, but are not limited to, preparing agendas, scheduling meetings, printing handouts, preparing meeting rooms, hosting events with excellence and other various items for meetings.
- Work with the Director of Administration and Administrative Project Manager to manage the Safety Team administrative needs. This includes tracking training status and supporting multi-campus safety meetings.
- Prepare monthly reports including mileage and credit card reconciliation statements.
- Perform other duties as assigned.

**Technical Requirements**

- At least 2 years' experience of administrative assistance is required.
- Confidence in the use of technology, including skills in the Microsoft Office Suite-(Excel, Word, Outlook, PowerPoint). Willing to learn in-house management systems.
- Acute attention to detail.

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has 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 faithful and committed attendee of Grace Church.
- 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 within six months of hire.

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- 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 humility within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- 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 Administration.
- Annual review by the Director of Administration.
- Input from staff, leaders, and volunteers.