

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: BATH



Ministry Area: Sports Integration

Ministry Position: Administrative Assistant

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

Report to: Mark Steller, Director of Sports Ministry Integration

Position Overview

This ministry position is designed to effectively serve the ministries of Grace Church by assisting with projects and executing tasks that lead the people of Grace in a growing journey with Christ. This position will report directly to and be responsible for providing support to the Director of Sports Ministry Integration.

Essential Job Functions

- Help to assist with communication to Game Changer / Sports Ministry Leaders.
- Recurring meeting organization, communication, and hospitality.
- Creation and distribution of a Monthly Newsletter.
- Assisting with equipping Game Changers with key information and resources.
- Summarize and capture Sports Integration Stories to help with next steps.
- Work alongside the Director for tracking integration data through Gracelink.
- Assist with the presentation and organization of Parent and Family Resources at Gameday, Sports Camps, and other key events such as Fall Fest.
- Assist with the creation and execution of the Treasure Map concept for Gameday to connect with the athletes and their families.
- Help with the development, evolution, and support of the first step of the Discovery Group Process.
- Maintenance and growth of the Pickleball Ministry.
- Provide administrative support as needed to the Director of Sports Ministry Integration.
- Assist with the Director of Sports Ministry's integration scheduling / calendar.
- Assist with contacts, meeting rooms, and other forms of scheduled connection.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance, GraceLINK, etc.
- Acute attention to detail.
- 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).
- Has 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).
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General Requirements

- A committed and faithful 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.
- Have attended or is in the process of attending Discovery classes 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.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information appropriately.
- 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.
- Is able to keep confidences and work within a team environment.
- 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.
- Is willing to perform other duties as required in a spirit of servitude.
- Strive for excellence, not perfection.
- Dependability, thoughtfulness, and trustworthiness.
- A professional, yet personal approach to ministry.

Measured By

- 30, 60, 90-day review by Director of Sports Ministry Integration.
- Annual Review by the Director of Sports Ministry Integration.
- Input from leaders, staff, and volunteers.