



Job Title: Shepherding, Equipping & Young Adult
Administrative Associate

Status: Exempt/Salaried Full Time/Level 600

Prepared by: Craig Harris

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Position Summary

Provide administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, and scheduling meetings. Responsibilities require the exercise of independent judgment, technical knowledge of the Shepherding, Equipping and Young Adult Ministries.

Organizational Status

This position reports to Craig Harris and Danny Beech.

Working Relationships

Works directly with the Pastors, Directors and others who may require access or communication with their departments.

Roles and Responsibilities

- Read and analyze incoming emails, memos, submissions, and reports in order to determine their significance and plan their distribution.
- Coordinate activities and schedules; develop and recommend procedures and systems; ensure smooth ministry operations.
- File and retrieve church documents, records, and reports.
- Perform general office duties such as ordering materials, supplies, maintaining records, management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Exemplary intra-personal skills, including dealing effectively with the supervisors, church membership and co-workers both in person and over the telephone.

Key Performance Indicators

- Document preparation – timing and accuracy
- Report preparation – creation, timing and accuracy
- Clerical functions – timing and accuracy
- Information requests – timing and accuracy
- Project management – creation, timing and accuracy
- Assigned tasks – creation, timing and accuracy
- Attitude- Fruits of the Spirit and a “team player”

Qualifications and Requirements

- A passionate love for the Lord and a desire to serve in support of ministries
- University graduation in administration or a related field preferred
- Individual must possess a minimum of 3 years of experience that has developed skill competencies including correspondence and clerical functions
- Possess a high degree of technical expertise in clerical functions
- A functional knowledge of Microsoft Office software
- Demonstrated ability regarding discretion and professionalism
- Exhibit excellent written, verbal and interpersonal communication skills
- Proven success with team work and consensus building
- Overseeing projects or programs
- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum of direction
- Communicating effectively with co-workers, church members, representatives of other organizations sufficient to exchange or convey information.