



Job Title: Adult Ministries Administrative Assistant

Status: Exempt/ Salaried full-time

Prepared By/Date: Leland Brown/August 2019

Position Description

This position provides administrative support to the Equipping, Community Group, and Young Adult Ministries primarily through correspondence, database management, logistical support, ministry promotion, and working with the Equipping, Community Group, and Young Adult Pastors.

Organizational Status

This position reports to Danny Beech and Leland Brown.

Roles and Responsibilities

- Correspond with pastors and church members via email about ministry activities and plans.
- Coordinate activities and schedules; develop and recommend procedures and systems; ensure smooth ministry operations.
- Promote ministry events in a variety of ways.
- Perform office duties such as ordering materials, supplies, maintaining records, and working with database management systems.
- Help plan and manage ministry budgets
- Prepare ministry related documents using word processing, spreadsheet, database, and/or presentation software.
- Demonstrate excellent interpersonal skills, including dealing effectively with the supervisors, church membership and co-workers both in person and over the telephone.

Key Performance Indicators

- Timeliness of correspondence and fulfillment of requests
- Management and organization of tasks
- Thinking for and enabling supervising pastors to manage and organize of ministry
- Participation in select ministry events
- Gracious and "team player" attitude

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

- Possesses a high degree of technical expertise in clerical functions or demonstrates a capacity and willingness to learn
- A functional knowledge of word processing and spreadsheet software
- Exhibit excellent written, verbal and interpersonal communication skills
- 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.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with cover letter at the end of the application form.