

Discipleship Administrative Assistant – Job Description

General Description

The Discipleship Administrative Assistant will provide the Discipleship Department with the clerical and administrative support necessary to ensure the department runs smoothly. This role is highly versatile and will require a great deal of organizational skill and the ability to meet tight deadlines in a fast-paced environment. The Discipleship Administrative Assistant will be asked to aid in a variety of projects and tasks, many of which will occur simultaneously so the ability to take ownership and think critically, while still being focused on the task at hand is required. The roles and projects which are emphasized will shift based on the needs of the Discipleship Department and the Associate Pastor. The Discipleship Administrative Assistant will report directly to the Outreach Director.

Essential Job Functions

1. Work alongside the Outreach Director in planning and leading various outreach projects for small groups and the congregation.
2. Support the outreach leaders in their various projects.
3. Assist in planning and building structure for global missions trips.
4. Serve as the primary point of contact for benevolence requests. This includes scheduling of the team, leading meetings, requesting checks and followup communications.
5. Provide administrative and preparatory support to the department's pastors and directors as requested.
6. Assist the Associate Pastor and the Discipleship Department as a whole in data entry, correspondence, and weekend preparation.
7. Provide support to Administrative Assistant by receiving guests, packages, and phone calls when the Administrative Assistant is unavailable.
8. Other duties as assigned.

Education and Experience

The ideal candidate will be high-energy and eager to grow in their faith and leadership capabilities. Candidates should possess a deep relationship with Jesus and a passion to reach those who do not know him. Strong communication skills and timely responsiveness are a must. A minimum of 1 to 3 years of experience as an administrative assistant in a church or business environment is preferred but not required. Possession of an administrative assistant certification or business-related degree is a plus. The successful individual must also possess a working knowledge of Microsoft Office, Google Drive and other related applications as operated in a Mac environment.

Compensation

This is a full time position (40 hours per week) compensated at an hourly rate depending on experience.

Weekly Schedule

Monday: 12 pm - 8 pm

Tuesday/Wednesday/Thursday: 9 am - 5 pm

*Saturday/Sunday: 9 am - 1 pm

*Every Saturday is not required but will probably be necessary twice per month. When working Saturdays your Monday or Thursday work hours will be adjusted. Additionally, when not working Saturdays, there will be four hours of flex time to be worked throughout the week to get to 40 hours, which may be worked from home.