



POSITION TITLE: ADULT DISCIPLESHIP AND FAMILY LIFE ADMINISTRATIVE ASSISTANT

REPORTS TO: ADULT DISCIPLESHIP PASTOR AND FAMILY LIFE PASTOR

POSITION PURPOSE: The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing administrative and organizational support to the Adult Discipleship Pastor and the Family Life Pastor.

DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provide administrative support to the Adult Discipleship and Family Life Pastors including managing schedules, appointments and event calendars
- Maintain online registrations using Realm database and maintain database information consisting of leaders, volunteers, teachers and program attendance
- Coordinate with the Communications department regarding upcoming events, dates and relevant ministry information
- Reconcile and track all ministry expenses
- Assist with annual budget planning and monitor use of ministry funds
- Manage written, email and phone communications for both ministries
- Run errands related to ministry needs
- Assist the Adult Discipleship and Family Life pastors with Sunday morning preparations and weekday events

Support Ministry Events and Leaders

- Plan and execute all ministry events including meetings, seminars and appreciation parties
- Communicate regularly with ministry leaders, teachers and other volunteers
- Respond to inquiries about marriage counseling, premarital mentoring, re|engage and marriage seminars

- *Other duties as assigned*

CORE COMPETENCIES:

- Have integrity, be able to be trusted and maintain confidentiality when necessary; demonstrate consistent Christian character
- Desire to use gifts and abilities to serve the Lord
- Strive for excellence, seeking to do his/her best to the glory of God in each task or responsibility
- Be teachable and have the willingness to grow and improve

- Appraise his/her own strengths, weaknesses and ability to accomplish responsibilities
- Maintain poise, patience, and effectiveness when faced with change, opposition or emergencies
- Be detail oriented and well organized with the ability to maintain systems to organize time and resources
- Seek peace in relationships and apply peacemaking principles to resolve conflicts
- Display a kindness and willingness to help others
- Have strong written and verbal communication skills
- Possess high level of clerical and administrative skills

QUALIFICATIONS:

- Desire to grow in their relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Proficiency in all Microsoft Office products
- Database and Scheduling experience
- Willingness to work evenings and weekends occasionally
- Physical ability to stand, sit, walk, bend, reach, kneel, and actively pull, push and lift objects up to 30 pounds
- 2-3 years of prior professional administrative experience

JOB STATUS:

- Full-Time
- Non-exempt
- Paid Benefits