

JOB DESCRIPTION

Care Ministry Administrative Assistant (Green Campus)

Reports to: Office Manager, Care Ministry Director/Pastor

Works with: Care and Counseling Pastor, Deacons/Deaconesses,
Support staff, Volunteers and Ministry Managers

Status: Full-Time/Non-Exempt

JOB OVERVIEW

To ensure timely and accurate administrative support for pastor/director and to assist in all office responsibilities as well as supporting all staff, volunteers and lay leaders who fall under their oversight. The Administrative Assistant is responsible for managing the workflow within the office, training volunteers and delegating tasks when appropriate.

PRINCIPAL ACCOUNTABILITIES

Care Department Oversight

- Creates and organizes information, including but not limited to, hospital patient lists, shut-in lists, and visitation reports
- Oversees all campus prayer requests and prayer chains
- Creates and maintains Pastoral On-Call Phone coverage assignments
- Creates and maintains records and database for funerals, baptisms, and other care needs
- Assists the Care Pastor in organizing needs-based programming (i.e. Griefshare, Celebrate Recovery, etc.)
- Maintains, in conjunction with the Care Pastor, the counseling calendar
- Manages wedding intake and helps set up pre-marital counseling
- Supports communion ministry manager
- Organizes the Baptism Class schedule and helps oversee the baptism process for candidates
- Helps manage the Deacon ministry
- Helps maintain financial tracking - budget/expense accounting
- Performs other duties the Care Ministry Director/Pastor requests

Calls, Mail and Email

- Act as receptionist within the department offices
- Screen and route calls appropriately
- Route mail and send appropriate correspondence in a timely manner
- Send and respond to emails, answering questions and providing information

Offices and Facilities

- Submit room request in Belong
- Set up Groups and Events in Belong
- Submit print and promotion requests
- Copy, fax and scan
- Maintain filing system - Keeps organized and up-to-date files
- Process purchases, check requests and expense reports (Intacct)

REQUIRED SKILLS

- Heart for ministry and serving others (strong in Care)
- Ability to converse about sensitive and confidential issues
- Extremely strong interpersonal skills
- Strong organizational abilities and attention to detail
- Self-starter with an ability to delegate
- A gracious, Christ-like demeanor in demanding situations
- Initiative, perseverance, possess a "can do" attitude
- Strong computer skills
- Ability to be flexible in an environment that is subject to frequent changes
- Excellent telephone demeanor
- 1-3 years of related experience in a church setting

EDUCATIONAL, TECHNICAL AND EXPERIENCE REQUIREMENTS

- Type 50 WPM with accuracy
- Should be familiar with or have an ability to learn Microsoft Office: Word, Excel, PowerPoint, Email
- Possess a strong understanding of budgets and the budgeting process
- Minimum of two years' experience as an Administrative Assistant or related field
- Regular attendee of The Chapel
- Affirmation of The Chapel's Doctrinal Statement and Core Distinctives
- This position requires a high level of organization and the ability to multi-task; the responsibility for making sure the department runs smoothly depends highly on the Administrative Assistant