



**JOB TITLE:** CARE MINISTRY ADMINISTRATIVE ASSISTANT

**REPORTS TO:** Pastor of Congregational Care

**JOB PURPOSE:**

The primary focus of this position to serve to the Lord and the body of Grace Covenant Church by providing administrative, communicative, and organizational support for the Congregational Care Pastor, the Care Ministry Associate, volunteers and the operating ministries within the care ministry.

**DUTIES AND RESPONSIBILITIES:**

*Administration*

- Provide professional administrative support and manage confidential information within the care ministries of Grace: Celebrate Recovery, GriefShare, DivorceCare, Care Ministers, Care Giver Support, Prayer Shawl, Servants On Standby (S.O.S.)
- Attend weekly care staff and bi-monthly support staff meetings with attention to tasks and projects to be completed in timely manner
- Aid with the plans and execution of events such as Celebrate Recovery Café, funeral/memorial services, training meetings, fellowship socials and retreats

*Communication*

- Assure effective, timely communication providing details on plans, needs, celebrations and concerns within the ministry
  - Weekly emails and formats for Celebrate Recovery including leaders' lessons/testimony scripts with visual support
  - Bi-monthly Leadership Training scripts for Celebrate Recovery
  - Monthly Care Minister supervision and training
  - Seasonal GriefShare, Divorce Care, S.O.S. and Prayer Shawl announcements
- Respond to Grace congregational and community care queries via in person, phone/email
- Maintain and monitor Charity Tracker and communicate with care staff regarding situations and needs

*Organization*

- Develop, update and maintain all department resources, documentation, processes and procedures
- Monitor care ministry expenditures, process invoices and vouchers
- Manage facility requests for all care ministries
- Build and maintain online registrations using Arena database

- Manage care ministry information in Arena database by regularly maintaining, updating information and processes as well as run reports to provide information for ministry growth and decisions

*Other duties as assigned*

**THE IDEAL EMPLOYEE WILL:**

- Display a personal relationship with Jesus Christ as Lord and Savior
- Have the desire to use talents, time and abilities to serve the Lord
- Possess a commitment to the core values and statement of faith of Grace Covenant Church
- Possess the gifts of administration and helps, displaying a caring heart with good listening skills and respect for all people
- Demonstrates a teachable spirit
- Able to thoughtfully communicate ideas, concepts clearly both in writing and verbally
- Possess a strong ability to multi-task with ease, clarity and proficiency
- Maintain a high level of confidentiality
- Be detailed oriented and well organized with the ability to develop and maintain systems to manage time and resources
- Embrace a strong work ethic

**QUALIFICATIONS:**

- Previous administrative assistant experience preferred
- Strong computer skills in Word, Excel, PowerPoint required
- Proficiency with Pro-Presenter, Keynote, Planning Center preferred
- Database experience preferred
- Associates Degree or equivalent

**JOB STATUS:**

- Full-Time (40 hours)
- Employer provided benefits
- Non-exempt