



**JOB TITLE:** CONNECTIONS ADMINISTRATIVE ASSISTANT (PART-TIME)

**REPORTS TO:** CONNECTIONS MINISTRY ASSOCIATE

**JOB PURPOSE:**

The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing administrative, organizational, and planning support for the Connections Ministry. The Connections Ministry Associate oversees the Grace Hospitality Team, Action Team, Grace Connect events, visitor assimilation and the Life Group ministry.

**THE IDEAL EMPLOYEE WILL:**

- Desire to grow in their personal relationship with Jesus Christ
- Possess a servant's heart with a personal desire to use gifts, abilities, and experiences to serve the Lord and others
- Be teachable and have the willingness to grow and improve themselves and their skills
- Have integrity, be able to be trusted and maintain confidentiality when necessary; demonstrate consistent Christian character
- Self-motivated to do his/her best to the glory of God in each task or responsibility
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Seek peace in relationships and apply peacemaking principles to resolve conflicts
- Display a kindness and willingness to help others
- Prior administrative experience

**COMPETENCIES:**

- Organizational skills to be able to manage multiple projects, to keep track of details and get back on track when interrupted
- Ability to self-manage workload and relationships to effectively accomplish priorities
- Ability to serve multiple clients by tending to big projects and small details
- Good communication skills, both verbal and written, and ability to edit communications to maintain quality outputs is helpful
- Ability to maintain poise, patience, and effectiveness when faced with change, opposition or emergencies
- Demonstrates proficiency to use software, internet and technology to manage and accomplish responsibilities
  - Experience with Microsoft Office products, Keynote and Constant Contact is preferred
  - Database and Planning Center experience is helpful
  - Experience with Apple computers and programs

**DUTIES AND RESPONSIBILITIES:**

- *Administrative Duties- General*
  - Provide administrative support to the Connections Ministry Associate including managing the associate's schedule, appointments and their event calendars
  - Be able to learn database system and administer queries for reports
  - Submit requests for payment/reimbursement to vendors, employees and volunteers
  - Field incoming calls that pertain to the Connections Ministry
  - Manage written, email, and phone correspondence for the Connections Ministry
  
- *Administrative Duties- Hospitality*
  - Assist hospitality coordinator with materials and communications for Sunday morning support team
  - Collaborate with Hospitality Coordinator to support various hospitality ministries through database management and use of Planning Center
  
- *Administrative Duties- Assimilation*
  - Assist with Grace Connect event planning, preparations, and attend Grace Connect events
  - Work with Connections Ministry Associate to coordinate and facilitate program design for Life Group ministries; including the inclusion of other pastoral staff
  - Assist the Connections Ministry Associate to support various ministry needs such as facility reservations, volunteer coordination, marketing needs, Sunday morning Action Team and the Life Group ministry
  - Collaborate with Connections Ministry Associate on program implementation and data collection for purpose of visitor assimilation
  
- *Other Duties as Assigned*

**JOB STATUS:**

- Part Time – 20 hours per week
- Non-exempt