

Adult Ministries Administrative Assistant Job Description

Calvary Church, St. Peters, Missouri

Effective Date: January 1, 2024

Title: Adult Ministries Administrative Assistant

Classification: Part-Time, Non-Exempt

Benefits: As indicated in the Staff Employee Handbook

General Purpose: This position assists the Adult Ministries Director so that the Connections aspect of the church's vision flourishes among participants. The Adult Ministries Administrative Assistant will accomplish this through five major responsibilities:

1. Administrative support for the Adult Ministry Director
2. Resource Management
3. Manage Connection Requests
4. Event Support
5. General communication assignments

Reports To: Adult Ministries Director

Supervises: N/A

Works With: Key Adult Ministries Leaders & Volunteers, Office Receptionist, Office Systems Director, Facilities Staff, Transformational Ministries Pastor, Transformational Ministries

Leadership Values:

- Models and protects the purity, unity, and faith of the congregation as outlined primarily in the Scriptures and secondarily in the Bylaws of the church.
- Champion the transformation and discipleship of lay leaders, both women and men, to live out the vision of the church.
- Shepherds the mission, vision, strategy, and outreach of the church so that all generations and all people have opportunities to live out their faith in Christ and share it with others.
- Practices clear, candid, appropriate, and timely communication with the church and staff.

- Demonstrates humility in public and private, in peace and conflict.

Key Responsibilities:

1. Provide administrative support for the Adult Ministries Director
 - Maintain physical/digital files.
 - Track and follow up with meetings, tasks, and events.
 - Communicate meeting updates and reminders.
 - Manage reimbursement requests for all Adult Ministries Leaders and Volunteers.
 - Assist with other duties as assigned by the Adult Ministries Director.
 - Update the Women's and Men's calendar with important dates each month.
 - Assist with updating the Small Group Portal.
2. Resource Management
 - Order hospitality items for Women's and Men's Ministries (bathroom supplies, Connect snacks, Bible study books, event supplies, etc.).
 - Keep records of supplies, anticipate needs, and order as needed.
3. Make initial contact with Rock Connection requests
 - Track small group prospects and follow up in a timely manner.
4. Event Support
 - Assist the Adult Ministries Director with the execution of various ministry events, planning, and support.
 - Submit all requests for group registrations and manage other required details.
 - Manage facility requests and make room reservations for Adult Ministries.
 - Assist with creating and printing event signs and materials.
 - Help plan and coordinate details for special and annual ministry events according to the special events guide.
5. General Communication Assignments
 - Manage Women's Ministry social media accounts (taking pictures while attending events and posting pictures provided).
 - Post upcoming event notices in a timely manner.

Qualifications:

- Strong devotional life.
- Lives and works in accordance with stated Staff expectations.
- Efficient and organized with the ability to take initiative.
- Interpersonal skills that enable effective collaboration with other staff.

- Possess a valid driver's license.
- Able to manage multiple tasks while also making people feel valued and understood.
- Strong skills in computer, graphic design, and social media. Familiarity with Canva and graphic design is preferred, but not required.
- Must maintain confidentiality with all office information.
- Ability to receive instruction and work under deadlines.
- Flexible when situations aren't as expected and able to pivot easily.
- Champions the vision of Calvary Church without hesitation.
- Effective communicator as affirmed by multiple generations and peoples.
- Strong conflict resolution skills are necessary; able to take criticism that may not always be warranted, while pursuing peace as much as possible.
- Demonstrates humility and grace, with a willingness to accept responsibility for own failures and failures of Group leaders regardless of fault.
- Serves as an example of a loyal friend and family member, who can properly balance the obligations of professional and private life.
- Demonstrates Christian unity with other church leaders from different ethnicities and backgrounds for the furtherance of the Kingdom.

Review:

Reviewed annually by the Transformational Ministries Pastor