

Job Description - Administrative Assistant – Adult Discipleship

Administrative Assistant Hours

Standard Work Schedule

- Monday-Thursday, 8:30 am-5:30 pm; Friday 8:30 am-12:30 pm.
- Full time salaried position.
- Occasional evening and weekend hours required.

Background, Skills and Experience

Standard Applications and Tools used to support this position include the following:

- Previous experience (minimum 3 years) as an administrative assistant.
- Compassionate and sensitive to practical needs of staff, volunteers, church attendees.
- Self-starter, multi-tasker, and ability to work well without supervision.
- Ability to prioritize, identify and solve problems, and implement solutions.
- Adaptable to changes, flexible; positive demeanor under stressful situations.
- Ability to handle confidential material in an appropriate manner.
- Strong organizational and follow through skills; deadline-oriented.
- Strong communication (written and verbal) and interpersonal skills.
- Strong attention to detail.
- Understanding of accounting skills in order to prepare budgets, process expenses, etc.
- Ability to effectively organize events/classes utilizing the necessary resources.
- Team player.
- Technology skills
 - Intermediate to Advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook and the internet.
 - Ability to write and produce spreadsheets, templates, presentations and correspondence.
 - Arena (database), Basecamp (project management), ServiceU (scheduling) – training provided.
 - Adobe InDesign and ProPresenter knowledge are a plus.

Administrative Assistant Job Responsibilities

- Overview: report to, provide administration support to, execute projects on behalf of, and act as Administrative Assistant to the Adult Discipleship Pastor.
- Provide administrative support to Adult Discipleship Pastor consisting of but not limited to: scheduling/coordinating meetings, assistance in production of discipleship annual budget, master planning calendar etc.
- Organize, blueprint and execute Adult Discipleship events including: Baptism orientations and services, Small Group Leadership meetings and trainings, classes, and affinity ministry events.
- Act as liaison between Adult Discipleship Pastor and Small Group leaders.

- Manage administrative aspects of adult discipleship using computer programs such as Arena, Service U, and Outlook (set up online registrations, update groups etc.)
 - a. Respond to requests from website and maintain current content for Adult Discipleship pages on Brookwood website.
- Maintain small group leadership resource library and curriculum master DVD library.
- Communication hub for the department, written and verbal.
- Partner with Brookwood Childcare in regards to childcare provision for groups meeting on campus.
- Other tasks as assigned.

Management

Training - Requirements for individual's training and development needs will be determined.

*see attached for detailed breakdown of duties.