

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 hourly position. (non exempt)
- 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.
 - Basecamp (project management), Rock CMS (database, small group classroom reservations/meeting reservations etc.) – 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, sending mass emails 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 Rock CMS 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.
- Partner with Bookstore in ordering curriculum for small group leaders.
- 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.

Specific Job Responsibilities

- Produce the Adult Discipleship Budget with the Adult Discipleship Pastor.
- Schedule and coordinate meetings and related details for the Adult Discipleship Pastor as needed.
- Ongoing Employee Orientations with Adult Discipleship Pastor.
- Produce the Adult Discipleship Master Planning Calendar with the Adult Discipleship Pastor, Ministry Leaders and Small Group Leaders and schedule in Rock and Outlook accordingly.
- Update Rock with appropriate notations, such as people leaving the church, and information from interaction via phone calls, emails, in person visits, and other correspondence, etc.
- Serve as back-up support for Executive Assistant in absence.
- Organize, blueprint and execute Adult Discipleship events including Baptism orientations and services, Small Group Leadership meetings and trainings, classes, and affinity ministry events.
- Schedule program announcements and web updates for activities including ministry events, classes, and Small Group Leadership activities.
- Produce communication pieces for ministry events, classes, Baptism and Small Group Leadership activities.
- Scheduling and utilization of volunteer teams for preparation and execution of Small Group Sampler, Baptism service, Small Group Leader meetings and ministry events.
- Respond to Rock assignments and maintain records in Rock for serving and event tags.
- Facilitate ordering and/or printing of curriculum, materials and supplies for ministry events, classes and groups.
- Respond to requests from website and maintain current content for Adult Discipleship pages on Brookwood website.
- Coordinate information to Small and Large Group Leaders.
- Coordinate information to Ministry Leaders.
- Provide support for weekly Discussion Guide including uploading to Rock and website.
- Proof the weekly Outline and Program in preparation for Sunday morning.
- Calendar management for ministry events, classes and groups that meet on Brookwood campus and open groups that meet off site, including inclement weather cancellations.
- Coordinate need for Brookwood Childcare for Small and Large Groups and Ministry events.
- Communicate availability of Brookwood Childcare to Small and Large Groups meeting on campus.
- Maintain group details in Rock including privacy settings and rosters.
- Assist adults with placement in Small Groups.
- Communicate Baptism candidates to appropriate ministry area and pastors before and after service.
- Select and print Baptism photos for portfolios.
- Deliver Baptism portfolios to appropriate ministry area (Celebrate Recovery or Information Desk) for presentation to recipients.
- Communicate Baptism portfolios are available for pick up to adults and send reminders.

- Verify level of connection of adults being baptized and send non-connected names to Connections Director.
- Write class and event descriptions for promotional materials (web and print).
- Research potential event details including venues, speakers, artists, caterers and activities.
- Negotiate and execute contracts and riders for events and produce speaker/artist agreements when not supplied with one.
- Set up online registration and promotion for ministry events, classes, and Small Group trainings and gatherings.
- Setup occurrences and record attendance for groups, classes and events as needed.
- Assist with print pieces for groups, classes and events according to Brookwood Style Guide.
- Provide administrative assistance for Essentials class.
- Maintain WOW childcare account.
- Assist other departments/ministries with church wide events as needed (Adventure Week etc.)