



ADMINISTRATIVE ASSISTANT

Position Description

SUMMARY

The Administrative Assistant will work with the Central Support Team to support staff and volunteers in achieving Foundations' mission to bring the extraordinary life of Jesus to a lost and broken world. This non-exempt, part-time position is part of a team that provides administrative support to ensure efficient operation of Foundation's Ministries.

ESSENTIAL QUALIFICATIONS

SPIRITUAL

- Must be a faithful, growing Christ-follower who is deepening his/her personal relationship with Christ, and models this and Him to others.
- Primary Spiritual Gifts: Administration, Serving, and Discernment.
- In full, unwavering alignment with Foundations' Statement of Beliefs, Values, Mission, and Vision.
- Desires to know and love God even more than s/he wants to be used by God (Jn 15:1-8).
- Consistently treats others in a way that proves to them that they matter to God and to us.

PERSONAL

- Urgent desire to handle conflict constructively and graciously.
- Humble, credible, trustworthy, teachable, and a self-starter.
- A team player.
- Exhibits the highest level of integrity in representing Jesus Christ and Foundations Church in all spheres.
- Self-starter and driven, but with the ability to balance the work-life tension of fast-paced ministry.

PROFESSIONAL

- Ideally, experience engaging with and providing support to a collaborative team with shared goals.
- An organized thinker regarding short and long-term ministry vision and needs.
- Skill in utilizing various software(s) such as: Microsoft Office Suite and Planning Center.
- A highly relational person with high emotional intelligence.
- Time management that prioritizes ministry needs with attention to managing details and deadlines.

SPECIFIC RESPONSIBILITIES

- The Administrative Assistant will ensure the smooth operation and flow of assigned systems and processes
- This position will provide administrative support to Adult Ministries (Groups, Women's, Men's, Classes, Events, etc.), Care, and Missions
- Support colleagues through a variety of tasks related to organization and communication
- Reply to email, telephone or face to face enquiries

- Provide clerical assistance to other church staff and church ministries as prioritized and assigned
- Coordinate/assist with special events as assigned
- Photocopy and print out documents per ministry need
- Maintain computer and manual filing systems
- Attend Staff Meetings as well as other relevant meetings

SKILLS AND REQUIREMENTS

- Proven admin or assistant experience
- Ability to effectively communicate via phone
- Demonstrated proficiency in computer skills including Mac Book Pro
- Knowledge of office management systems and procedures
- Strong organizational and planning skills
- Adaptability to Church's database management software, People Planning Center
- A commitment to confidentiality regarding all records, both of the church, staff, and the attenders
- Dependable attendance

RELATION TO THE STAFF

The Foundations' Administrative Assistant will be directly responsible to and accountable to the Office Manager with influence from Central Operations Ministry Staff who will provide general oversight and specific direction to ensure that the Administrative Assistant is well aligned with Foundations' overall Values, Mission, Vision, depth, and direction.