

Position Description - Administrative Assistant (TLC Admin)

Time: Part-time position, 15-20 hours weekly (includes weekly, evening, and weekend hours)

Reports to: Lead Pastor

Primary work relationships: Lead Pastor, Worship Pastor

Secondary work relationships: Children's ministry directors and other (future) staff.

Function: The TLC Admin organizes and oversees the ongoing ministries of TLC on a weekly basis. Assists in directing volunteers within the church as needed. Is passionate about using gifts and talents to assist in the behind-the-scenes details of the church ministry. Contributes ideas to the overall direction and culture of the church. Will constantly strive to communicate the gospel with excellence through the professional use of administration to keep ministry running smoothly and effectively. Will work closely with TLC's Pastoral Staff for development, encouragement, planning and direction.

Responsibilities

Planning

- Help oversee Pastor's schedules and set calendar appointments accordingly
- Assist with coordinating details for weekend service logistics, using Planning Center Online
- Attend appropriate meetings with leadership weekly
- Keep Church/Pastors on track by regularly looking ahead and providing direction/action as needed
- Work with Live Design to submit and complete design projects
- Create weekly meeting agendas and keep church calendar up to date

Administration

- Take comprehensive notes at all meetings and send out follow up details and to-dos as appropriate
- Be the "front door" for TLC - Timely respond to inquiries and questions about the church and filter people through to Pastors as needed
- Volunteer Management coordination and updates (including Arena Database)
- Assist with online needs and updates (website, social media) via Central's Comms Team & Live Design
- Edit and proof all emails, letters, etc that are sent out to the church and/or large groups
- Print, copy and complete any needed flyers, weekly handouts, etc on a weekly basis
- Organize, write, edit and send out weekly TLC-wide communication email
- Oversee, organize and complete pastoral church credit card statements and reports
- Assist with other ministry tasks and roles as needed (Attendance reports)
- Provide administration for Lead Pastor, Worship Pastor

Qualifications

Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord
- Is supportive and loyal to staff members and the church body
- Displays genuine servant-hood, faith-centeredness, and spiritual maturity
- Spiritual gifts of leadership, administration
- Possesses abilities for clear communication and administration

Chemistry

- Expresses flexibility, cooperation and teach-ability
- Forward thinker; self-directed; team oriented; organized
- Sense of humor, trustworthy and exhibits wise discretion
- Embraces the vision, direction and beliefs of The Local Church GR and has a heart for the Kingdom

Competency

- Self-starter, willing to run with projects and assignments, thinking ahead and planning accordingly
- Demonstrated ability to organize and create

- Demonstrated ability to recruit, lead, and manage people (especially volunteers)
- Demonstrated ability to learn new software/technology and utilize it appropriately

Experience

- Preferred education in related field (administration, finance) or equivalent experience
- Experience of 1-2 years in related field