



THE LOCAL CHURCH

Grand Rapids

Position Description - Administrative Assistant (TLC Admin)

Time: Part-time position, 25 hours weekly (weekly and occasional evening/weekend hours)

Reports to: Lead Pastor

Primary work relationships: Lead Pastor, Worship Pastor

Secondary work relationships: TLC staff

Function: *The TLC Admin organizes and oversees the ongoing ministries of TLC on a weekly basis from behind the scenes in various administrative and project management duties. 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

- Oversee Pastors' schedules, calendars and set appointments accordingly.
- Weekly creating agendas for staff meetings, attending appropriate meetings with leadership/staff, while taking notes.
- Keep the church calendar up to date and planning ahead to provide direction.
- Arrange for needed volunteers and supplies for events and gatherings as needed

Project Management & Communication

- Primary communication with our design and web company (Live Design), managing all TLC projects on Basecamp to ensure timelines are followed and projects are completed on time.
- Review weekly social media schedules and request other projects as needed (web events, new series information, etc)
- Be the "front door" for TLC - Timely respond to inquires and questions about the church and filter people through to Pastors as needed (answer email and voicemail)
- Primary communication with Hospitality teams (weekly), Facilities, building residents and others as needed.
- Assist with online needs and updates via Central's Comms Team

Administration

- Email - Edit and proof emails/letters that are sent out to the church or groups, and weekly church wide email
- Print - oversee creation, copy and printing of materials for ministry needs (weekly handout, etc)
- Reports - send various reports for record keeping, organize and complete pastoral credit card statements
- Misc - assist with volunteer management via church online database, assist with purchasing needed office supplies

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
- Posses 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