

THE LOCAL CHURCH

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, Waters Edge Network Communications Team, TLC Lead Team (Elders)

Function: *The TLC Admin organizes and oversees the ongoing logistics of TLC in various administrative and project management duties. Assists in coordinating 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 culture and flow of the church. Will constantly strive to communicate the gospel with excellence through professional performance to keep ministry running smoothly and effectively. Will work closely with TLC's Staff team, owners, Lead Team and partners. Accountable to Lead Pastor for development, planning and progress.*

Responsibilities

Administration

- Communications - Edit and proof official communications that are posted or sent out on behalf of TLC, its staff or leaders, including weekly church-wide email newsletter
- Materials Production - oversee design, creation, copy, and production of printed materials for ministry needs
- Record Keeping/Reports – compile and file reports/ records management, including: monthly TLC status report, monthly pastoral purchasing card statement reconciliation, monthly leadership team committee report compilation, bi-ennial congregational survey reports, monthly elder report
- Management and organization of TLC online file server
- General Assistance - assist with volunteer management via church online database, assist with purchasing needed supplies, meal coordination, deliveries, some room set-up/tear-down as needed
- Gather documents to prepare for meetings (virtual and in-person) and coordinates travel arrangements
- Maintain comprehensive and accurate records
- Gather and analyze information required for administrative reporting
- Other duties as assigned

Planning

- Set staff meetings, all staff appointments, and Pastoral meetings. Coordinate agendas for weekly staff meetings, attending and note-taking in appropriate meetings with leadership/staff.
- Anticipate needs based on upcoming programs, meetings, events and initiatives
- Maintain the official church calendar and plan ahead to provide direction for marketing, volunteer and staff coordination, and other needs.
- Arrange for volunteers and supplies for events and gatherings as needed.

Project Management & Communication

- Serve as primary liaison with our design and web company (Live Design), managing all TLC design/multimedia projects on Basecamp to ensure timelines are followed and projects are completed and delivered on time.
- Review weekly social media schedules and request other projects as needed (web events, new teaching series information, etc.).
- Be the “welcoming front door” for TLC - Timely response to inquiries and questions about the church and coordinating with/through to Pastors as needed (answer email and voicemail).
- Primary communication with Hospitality volunteer team (weekly), facilities/maintenance, building residents and others as needed.
- Assist with website, social media, and other various updates via Waters Edge Network's Communications Team.

Qualifications

Character

- Has a personal relationship with Jesus Christ, mature faith, love for God's word and desire to grow in the Lord
- Is supportive and dedicated to the team, the mission, and the church body
- Displays genuine servant-leader attitude, faith-centeredness, and spiritual maturity
- Demonstrates abilities for clear communication and project management

Chemistry

- Expresses flexibility, cooperation and adaptability
- Demonstrates a desire to keep learning, improving and developing skills and abilities
- Forward thinker; self-directed; team oriented; organized
- Sense of humor, trustworthy and exhibits professionalism and 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 with minimal direction and oversight, thinking ahead, anticipating issues/needs and planning accordingly
- Demonstrated ability to organize processes, projects, and people
- Ability to create streamlined communication and tasks from meetings
- Demonstrated ability to recruit, coordinate and manage groups (primarily volunteers)
- Demonstrated ability to learn new skills, programs, and office functions and utilize them appropriately Clear and concise communicator with strong writing and editing skills
- Able to thrive in a fast-paced, detail-oriented work environment, with tight deadlines
- Able to express ideas and feedback in an open, direct and tactful way
- Passion for operations, logistics, process, and seeing things through.
- High competency level with software programs similar to: Google Drive, Basecamp, PowerPoint, Word, Excel and Outlook
- Able to juggle multiple competing tasks and priorities

Experience

- Preferred education in administration, business, communications, finance or related field
- Preferred experience of 2-5 years in a fast-paced office setting.