



Position: Administrative Assistant to the Discipleship Pastor

Reports to: Discipleship Pastor

Supervises: Serve staff

Classification: Non-Exempt; Part-Time (25 hours)

Objective

To provide administrative support in the areas the Discipleship Pastor is responsible for.

Key Responsibilities

- Directly manages administrative details of the Discipleship Pastor
- Assist in coordinating the Discipleship Pastor's calendar including meetings, travel and personal calendar
- Manage all communication and integration among team members, congregation members and community to ensure high levels of touch, effectiveness, collaboration and follow through; includes e-mail follow up, written and verbal communication
- Coordinate ministry initiatives, MAPS, ministry budget, credit card receipts and daily tasks of the ministry areas the Discipleship Pastor is responsible for
- Assist in the planning and execution of the church's annual trip to Israel
- Assist in the planning and execution of the Discipleship Pastor's Europe Encounter
- Assist in coordinating details related to executing Family Camp
- Model discipleship by making disciple-making disciples

Competencies

- Model The Church of Eleven22's mission, purpose and core values
- Making of disciple-making disciples
- Efficiently meets deadlines
- Anticipate needs of the ministry areas of the discipleship ministry
- Strong communication (verbal and written) and interpersonal skills
- Manage confidential and sensitive information with discretion

Education & Experience

- 2-5 year's administrative or clerical support experience for a large team or department
- Excellent organization and prioritization skills to finish tasks quickly and effectively
- Strong communication skills, both written and verbal
- Ability to build effective individual and team relationships
- Ability to manage multiple priorities
- Have strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software

**Position Type/Expected Hours of Work**

This is a part-time position. Days and hours of work will vary Sunday thru Thursday

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.