

THE CHURCH OF **Eleven22**

Position: Campus Administrative Assistant-Mandarin

Reports to: Campus Pastor

Supervises: Serve Staff

Classification: Full Time, Non-Exempt

Objective

To provide administrative support for the ministry of The Church of Eleven22. This is a full-time, non-exempt position that reports to the campus pastor and leads serve staff.

Key Responsibilities

- Directly manages administrative details of the campus pastor
- Assist in the coordination and collaboration of campus ministry team and central ministry teams, specifically to include standard operating procedure for funerals
- 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 and daily tasks of multisite ministry area as directed by campus pastor
- Implement hospitality initiatives for events at campus
 - Tier 1 support central hospitality team
 - Tier 2 support central ministry coordinator
- Model discipleship by making disciple-making disciples

Competencies

- Strong working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel)
- Ability to work with database information (CCB)
- Knowledge of standard administrative practices and procedures
- Ability to interact effectively with individuals at all levels within and outside of the church in a professional and confidential manner
- Ability to think strategically and offer solutions in addition to executing requests
- Ability to perform several tasks concurrently with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Ability to develop priorities with the right balance of short and long-term wins
- Communicate and coordinate with ministry coordinators and administrative team regarding team priorities and deliverables

Education & Experience

- 5+ years of administrative assistant experience to include supporting executive level leaders
- Associate degree preferred



Position Type/Expected Hours of Work

This is a full-time position. Days/hours of work may vary but typically run from Sunday-Thursday, 9:00 am-5:00 pm.

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 role is half sedentary and half standing and walking.

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.