



JOB DESCRIPTION

Position Title	Administrative Assistant – Marriage Ministry
Position Reports to:	Marriage Ministry Pastor
Department:	Marriage Ministry
Schedule (may vary)	Non-exempt, Part-Time 20-24 hours/wk, weekdays mostly, but some weekends and evenings

General Description

- Offers administrative support to all areas of Marriage Ministries
 - Marriage Ministry serves married & singles of all ages. We offer classes and outreach events to build community to people serving Christ.

Specific Duties and Responsibilities

- Event/Meeting Planning:
 - Coordinate Calendars/Schedules, Room Reservations & Set Up Maps, Coordinate with Leaders & Volunteers,
 - Host events, which includes evenings and weekends.
- Communication & Advertising:
 - Phone, Webpage, Flyers, Brochures, Bulletin, NCCC Newsletter, Signage, Constant Contact
 - Respond to pastors, leaders, and members communications.
 - Respond to email requests for class information, counseling appointments, general information about Marriage Ministry
- Recordkeeping:
 - Workshop rosters: Menskills, Womenskills, FPU, Family Grace Support, Marriage Skills, Divorce Care, Special Events
 - Finances: budget, check requests, supply ordering
- Attend NCCC staff meetings and activities when possible.
- Counseling duties as needed (scheduling appointments, assisting with check in and client reminder calls.)

Knowledge Skills Required for the Job

- Knowledge of Macintosh computers and software:
 - Microsoft: Excel, Word, PowerPoint also Print Shop , Pages
 - Mac software: Mail, AddressBook, iCal, iCloud, etc
 - Database – Filemaker Pro or similar (experience preferred)
- Ability to plan and accomplish goals and objectives in a timely manner
- Self-motivated, good planning ability and able to track multiple events and deadlines
- Highly organized, detail oriented and flexible

- Creativity for designing flyers, webdesign
- Proficient with office machines: copier/printer, fax, phone, etc.
- Familiar with standard office procedures
- Proficient in verbal and written communication skills (spelling, grammar)

Desirable Qualifications

- ServiceU – for room reservations & event registrations (experience preferred)
- Constant Contact for e-newsletters (experience preferred)

Personal Relations

- Team player, ability to interact with staff, ministry members, volunteers, and families in a friendly manner.
- Ability to keep church and personal information confidential

Work Environment

- Work is in an office setting – Counseling Center

Physical Requirements

- Sitting at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)