



Job Description

Position Title: **Administrative Assistant** for Small Groups and the Connections Ministries

Position Reports to: Pastor over Small Groups and the Connections Ministries

Department: Small Groups and the Connections Ministries

Schedule (May vary): Non-exempt, Part-time (28 hours per week)

General Description

Work to support all aspects of Small Groups and the Connections as well as work within the vision and values of North Coast Calvary Chapel.

Specific Duties and Responsibilities

- Pull any necessary Welcome Cards, notes and/or sign-up sheets from Information bins
- Weekly follow-up on welcome cards (hard copies or online) involving mailing, emailing and copying to staff
- Connect people into small groups from welcome cards, emails, phone messages and small group cards
- Respond and initiate emails/phone calls relating to the ministry
- Keep our web pages and social media up to date
- Keep the ministries on track with promotions (church calendar, Production Team, website, social media, announcements, bulletin info, etc.)
- Work with the Production Team to create posters, flyers, table signs, etc. for Small Groups, Connections events, Biblical training Center, etc. (Periodically, you may have to create some of these items on your own)
- Weekly create table layout maps for weekend services
- Recruit/line up people (paid/volunteer) for Powerpoint, sound, childcare set-up and clean-up for our various events.
- Coordinate set-up for various ministry events including gift bags for Newcomers' Nights, and room set-up
- Be available for periodic events during weekend services and some evenings
- Make copies of any necessary printed materials
- Oversee Master Data Base and Service-U entries, and the Ministries' budgets (co-creating, tracking and reimbursements)
- Prepare monthly Welcome Team schedule with email reminders on a weekly basis
- Be sure Information Bin(s) are prepared each week
- Be sure counter racks are filled with our ministry promotional materials each week

- Handle periodic requests from the Refinery and Operation Christmas Child Ministries
- Step in to help with other ministry requests periodically

Desirable Qualifications

- Service-U understanding/experience for room and event registrations
- Constant Contact for e-newsletters
- Able to work with Word, Pages and Numbers
- Able to work with Print Shop and/or Adobe Photo Shop Design
- Comfortable and capable of overseeing Social Media portals
- Web design and maintenance

Personal Relations

- Team player, ability to interact with staff, ministry members/leaders and volunteers
- Ability to keep church and personal information confidential
- Out going and upbeat personality
- Able to be flexible

Work Environment

- Work is in an open office setting (cubicles and meeting rooms)

Physical Requirements

- Sitting - at a desk (regularly)
 - Walking (frequently between buildings and rooms)
 - Stairs (frequently)
 - 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)