

Executive Dept. Administrative Assistant

Part-time, non-exempt, 25 hours per week, accountable to Lead Pastor & Communications Director

OVERVIEW:

To provide secretarial, accounting, data and other support to ENCOUNTER's Lead Pastor. Additional duties for Communications and Women's Ministry support.

RESPONSIBILITIES:

Executive Duties.

- **Admin duties:**

- Support Lead Pastor by writing letters, typing meeting notes, filing, proofing Excel spreadsheets, editing documents, answering the phone, sending out emails, ordering books and materials, etc.
- Support Lead Pastor in coordination of calendars, staff meetings & clear planning of up coming details.
- Support duties also include:
 - Assist Lead Pastor with work calendar (keeping meetings, setting up meetings, reminders, Facility room requests, etc.)
 - Elder Board support: set up schedule, tasks, devotionals, etc.
 - Prepping admin support: prep-work for counseling meetings, premarital, classes, seminars, etc.
 - Troubleshooting assistance
 - Occasional off-regular-schedule support
 - View, advise, and/or sign for following items the Lead Pastor oversees:
 - Budget for their department
 - Lead Pastor's Supervised staff's: job descriptions, time off requests, HR employee matters

- **Meetings (as needed):**

- Lead Team meetings: take notes, type up notes to share with Lead Team, put in Dropbox folder. Attend Lead Team events and serve as a leader in the church. Follow ups as needed.
- Service Planning meetings: take notes, type up notes to share with Lead Team & Worship Service Team, put in Dropbox folder. Follow ups as needed.
- Event Planning: Attend meetings & take notes. Assist as needed regarding needs for event (set up, decor, food, service needs, facilities requests, promo, childcare, printing forms, etc.). Serve in a leader capacity before, during, and after event.

- **Church voting**: Oversee church-wide voting: Elections each January and June; Budget each June

Communication Duties.

- **Recordkeeping**
 - Keep Mailchimp audience up-to-date with addresses from New Here cards and requests to join weekly email.
 - Compile online viewership stats
- **Data Entry**
 - Input communication requests to Standard Promo Plan excel.
 - Update weekly update email with upcoming events and message from teaching pastor.
- **Communication**
 - Follow-up with ministry leaders to obtain details needed for communication requests, relevant deadlines, or other pertinent information
 - Communicate with receptionist for ministry print needs
- **Other Duties**
 - Perform weekly review of website to find broken links, expired events, or other areas to troubleshoot
 - Proofread emails, materials, etc. as needed
 - Provide assistance in gathering information from ministry leaders for email updates to congregation

Women's Ministry Duties.

- **Coordinate**
 - Event Planning: Support the planning and execution of women's events, including coordinating logistics, communicating with volunteers and attendees, and ensuring all necessary preparations are made.
 - Facility requests for groups or events that do not have admin support (i.e. excluding MomCo & WOW)
 - Online registration (Church Teams/Planning Center) for groups or events that do not have admin support (i.e. excluding MomCo & WOW)
 - Communication with volunteer ministry leaders regarding deadlines or pertinent information
 - Follow-up with church members on questions or inquiries
 - Keep Mailchimp audiences up-to-date with email addresses ahead of and post events.
- **Materials:**
 - Order related/required materials for ministries or events. Maintain accurate stock of materials; return unnecessary items.
 - Pick up online or print orders
 - Process checks/cash for ministries

REQUIREMENTS.

- **Faith:** Strong personal faith and commitment to the mission and values of the church. Has a heart for ministry.
- **Team Player:** Ability to work collaboratively as part of a team, as well as independently with minimal supervision.
- **Flexibility:** Willingness to adapt to changing priorities and work schedules, including occasional evenings and weekends for special events or meetings.
- **Discretion:** Demonstrated ability to handle confidential information with integrity and discretion. Must maintain strict confidentiality concerning all sensitive activities of the executive department. This is especially important concerning all personnel matters.

- **Problem solver:** Takes initiative to solve problems and respond to needs
- Be or become a member of ENCOUNTER

Skills:

- **Administrative Experience:** Previous experience in an administrative role preferred.
- **Organizational Skills:** Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to interact effectively with individuals at all levels.
- **Technology Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications. Good ability to use Excel, Word, ChurchTeams, Planning Center, Mail Chimp, Right Now Media, etc. . Able to learn new computer programs as required.
- **Accuracy:** Must have all work proofed before distributed or mailed.
- **Promptness:** Timely follow-through on all duties.
- **People skills:** interpersonal, phone with volunteers, leaders, staff and newcomers. Has a heart of gratitude for volunteers. Cooperative and pleasant working relationship with others.
- **Work-Ethic:** Balanced between people and tasks

Compensation.

\$20 - \$25 per hour