



JOB DESCRIPTION

DATE: April 26, 2022
JOB TITLE: **Administrative Assistant**
LOCATION: Independence Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-Time, Non-Exempt
WEEKENDS: No

SUMMARY

The Administrative Assistant is responsible for providing professional administrative and clerical support at the Independence Campus. Candidate will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties, in addition to these may be assigned.

- Manage the data in Fellowship One as it pertains to the Independence Campus, people, and activities.
- Coordinate Care at the Independence Campus, by deploying chaplains and distributing care and benevolence cards.
- Manage projects and task lists for ministry programs, systems and initiatives such as Fellowship One, Connection, Volunteer Training, Baptism, Care, Women's Events, Local Missions, etc.
- Event organizing and administration including, but not limited to, events such as volunteer celebration, conferences, classes, meetings, and other family events.
- Responsible for coordinating weddings, funerals, and events at the Independence Campus.
- Responsible for RSVP lists, mailings, label making and monthly email newsletters.
- Coordinate, write, and distribute correspondence and responses for the Independence Campus.
- Support social media pages, creating Independence specific posts in correlation with the Central Services Communications department.
- Support and assist Campus Pastor in the administration of his duties
- Manage the facility schedule, needs, building keys, and security systems.
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
- Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The Individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The Candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from a four-year college or university preferred.
- Equivalent combination of education and experience accepted.
- Experience coordinating and recruiting volunteers desirable.
- Clerical training and/or experience in an administrative support role is helpful.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- The ideal candidate should be creative, have a passion and heartfelt concern for children and teens, be high energy, hard-working, and possess the ability to motivate others.
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- Understand the maturity levels and characteristics of children and the challenges they face today.
- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.
- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____