



JOB DESCRIPTION

DATE: June 14, 2022
JOB TITLE: **Central Ministry Administrative Assistant**
LOCATION: Central Services
REPORTS TO: Executive Director of Weekend Services
FLSA STATUS: Full-time, Non-exempt
WEEKENDS: No

SUMMARY:

- The executive assistant is responsible for providing central project management and administrative support to the Executive Pastor of Expansion and Executive Director of Weekend Services. The person is an achiever who enjoys completing tasks and driving complicated projects toward completion. This person will establish and maintain efficient administrative routines that maintain a responsive, service-oriented environment.

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

- Manage new initiatives, facility projects, seasonal events and routine workflows using Basecamp. Implement and execute these Central projects as assigned, with minimal oversight.
- Document the Teaching Team planning process using Basecamp.
- Coordinate the logistics for monthly All Staff gatherings and other special events hosted at the Central office.
- Coordinate the Central inventory and oversee monthly distribution of materials to sites.
- Participate in the campus launch process.
- Coordinate scheduling for the Executive Pastor of Expansion and Executive Director of Weekend Services with understanding of each of their primary focus and prioritizing requests for their time accordingly.
- Receive and screen communications, including telephone, email messages, and social media for the Executive Pastor of Expansion and Executive Director of Weekend Services and respond as needed. Provide assistance and direction using independent judgment to determine those that require priority attention.
- Provide general administrative support: managing task lists and agendas, creating documents, credit card coding, photocopying, organizing, filing, opening and sorting mail, sending letters and cards, etc.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to promote the mission of PLC.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

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

- High school diploma required.
- Clerical training and/or experience in an executive administrative support role.
- Experience working as a project manager, scheduler or event coordinator desirable.
- Experience working with volunteers and/or customer service experience desirable.

LANGUAGE SKILLS

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

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

- Be familiar (or willing to learn) Basecamp, Planning Center, Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook) and Evernote.
- Be proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- Have the ability to maintain confidentiality and work with sensitive information is paramount.
- Be able to meet deadlines, remember important details, and routinely complete assigned tasks.
- Be able to work efficiently and effectively in team situations, as well as work independently.
- Possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines, being able to wear many "hats" simultaneously.

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 may occasionally 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 _____