



Administrative Assistant of Adult and Family Ministries Position Description

OBJECTIVES – GENERAL:

- Administrative Assistant for AFM in fulfillment of the mission and purpose of Grace Baptist Church. This includes support to the following ministries: Grace Kids, Student Ministries, College Group, Senior Ministries, and Grace Counseling and Care.

REPORTING AND ORGANIZATIONAL RESPONSIBILITIES:

- The Assistant will report to the Pastor of Adult and Family Ministries.

OBJECTIVES – SPECIFIC:

- Responsibilities
 - Organize and maintain electronic files, teams, emails and office filing systems for easy retrieval of information and quick response to requests related to the Pastor of Adult and Family Ministries.
 - Teams Media dept communication requests for all events and programs related to Adult and Family Ministries.
 - Enter and maintain eSpace requests for all events and programs related to Adult and Family Ministries.
 - Enter and update information in Ministry Platform database related to Adult and Family Ministries.
 - Maintain calendar support for the Pastor of Adult and Family Ministries and Director of H.S. Ministries.
 - Manage correspondence for the Pastor of Adult and Family Ministries.
 - Additional administrative support to the Office of Congregational Care as needed.
 - Additional administrative support to the Executive Office as needed.
 - Prioritize attendance to all staff chapels and all staff gatherings.
 - Additional projects as assigned by the Pastor of Adult and Family Ministries.
- Budget Management
 - Process check requests, deposits and manage monthly expense reports.
 - Prepare and distribute monthly budget reports as needed.
 - Keep up to date budgets and detailed spending for areas of Adult and Family Ministries.
 - Maintain needed office supplies.
- Hospitality and Event support
 - Provide additional support for events including Grace Students Summer Camp, campus conferences and other activities as assigned for ministries related to Adult and Family Ministries.
- Interns and Volunteers
 - Assist with logistics and communication to mobilize interns and volunteers for related areas of Adult and Family Ministries.

CORE COMPETENCIES

- Is actively walking with Christ and exhibits spiritual maturity in both work and personal life.
- Is detail oriented and works with a level of accuracy of numbers, calculations, and communication.
- Assumes responsibility for the accuracy of information and is diligent to ensure consistently reliable work.
- Able to work with a wide variety of personalities in a mature and professional manner.
- Exhibits discretion in maintaining confidentiality of all matters pertaining to Grace Baptist Church and the people it serves.
- Demonstrated ability to establish and maintain effective working relationships with vendors or community members of diverse socio-economic, cultural & ethnic backgrounds.
- Functioning member in good standing at Grace Baptist Church.
- Education: Undergraduate Degree preferred.
- Effective proficiency in Word, Excel, Outlook, Teams, and ProPresenter.
- Competent, professional, and personable.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Discernment in reading and comprehending correspondence.

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus.
- Physical Demands: Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Possible travel involved including overnight stays.

MINIMUM CONDITIONS FOR BEGINNING EMPLOYMENT

Prior to beginning employment, in accordance with Grace Baptist Church policy and/or under federal or state law, all employees must:

- Sign and return an Offer of Employment
- Present verification of their identity and authorization to work in the United States
- Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please contact the Human Resources Department.

This position an hourly position and is budgeted for 32 hours per week.

Request an employment application in one of the following ways:

Mailing your request to:

**Grace Baptist Church
Office of the Executive Pastor
22833 Copper Hill Drive
Santa Clarita, CA 91350**

Emailing your request to: hr@gracebaptist.org

Calling: 661.296.8737

Online at: www.gracebaptist.org/employment

SELECTION PROCESS

All applications will be reviewed by the Executive Pastor. Selected candidates will be invited to participate in a personal interview process at Grace Baptist Church. Any expenses incurred in connection with these interviews will be the responsibility of the candidates.

All documents included in your application remain the sole property of Grace Baptist Church and will not be returned. A prospective employee file for this opening will not be considered unless all requested items are submitted and are complete.