



JOB DESCRIPTION

Position Title	Small Groups and The Connections Administrative Assistant
Position Reports to:	Small Groups and The Connections Pastor
Department:	Small Groups and The Connections
Schedule (may vary)	Non-exempt, Part Time (28 hours a week, which must include Sunday AM Services)

General Description

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

Specific Duties and Responsibilities

Small Groups:

- Help connect people into small groups on a weekly basis from Welcome Cards, Emails, Phone messages, and Small Group Cards
- Respond and initiate emails relating to the ministry
- Oversee Master Data Base entries (info from Response Cards, etc.)
- Run our Planning Center Groups program
- Keeping the ministry on track with yearly master calendar, announcements, both written and verbal, etc.
- Keeping in touch with leaders on a regular basis, (emails, phone calls, Constant Contact)
- Creating flyers, posters, postcards, sign-up sheets, etc. for promotions and registrations
- Prepare for events/trainings: Training, Leadership Gatherings, Classes, etc.
Secure date(s), time(s), & location(s) on Service-U
- Line up a Power Point and Sound person(s) as needed for specific events, trainings, etc.
- Make copies of any necessary printed materials
- Prepare layout map for Facilities
- Recruit prep and clean up team(s) and participate in the prep
- Other Responsibilities:
 - Mailings
 - Group emailing
 - Calendar
 - Canva
 - Typeform
 - Budget (co-creating, bookkeeping, and reimbursements)

The Connections (Assimilation):

- Create Facilities table layout maps for the weekend services or other events
- Attendance required on certain events for part or all of the event
- Coordinate monthly scheduling of the Welcome Team and send out week update reminders
- Coordinate set-up of Welcome Tables for Sunday Am Services
- Follow through on Mondays (except holidays) with the weekend Welcome Cards, (emailing copies to Ministries and sending form letters to attendees)

- Create flyers, posters, postcards, sign-up sheets, etc. for promotions and registrations
- Mail out copies of Welcome Cards to the Follow-up Phone Calling Team and follow-up on any necessary responses from Phone Team
- Prepare for events: Baptism, Morning Date, Leadership Gatherings, Belong, etc.
Secure date(s), time(s), & location(s) on Service-U
- Line up a Power Point and sound person(s)
- Make copies of any necessary printed materials
- Prepare layout map for Facilities
- Recruit prep and clean up team(s) and participate in the prep
- Shop for food and supplies

Other Responsibilities:

- Mailings
- Group emailing
- Calendar
- Canva
- Typeform
- Budget (co-creating, bookkeeping, and reimbursements)
- Occasional errands

Other Weekly Occurrences:

- Wednesday morning staff devotions and Ministry Team Meetings
- Interruptions, unplanned administration, meetings, and phone calls

Knowledge Skills Required for the Job

- Understanding and experience with Macintosh computers and software
- Microsoft Word, Excel, Power Point, Key Note
- Print Shop
- Pages
- Mac Software: mail, Address Book, Drop Box, etc.
- Data Base: File Maker Pro (We're changing to a new data base, etc.)
- Desktop Publishing for flyers, postcards, and brochures
- Social media capabilities, such as instagram
- Web maintenance and design
- Ability to plan and accomplish goals and objectives in a timely manner
- Self-motivated, good planning ability and able to track multiple events and deadlines
- Highly organized and detailed oriented
- Proficient with office machines: copier/printer, fax, mail, phone, etc.
- Familiar with standard office procedures
- Excellent grammar and proper use of the English language, strong proof reading skills
- Basic math skills for event record keeping and maintaining ministry budgets
- Must be able to multi task and be flexible when working with the ministry
- Must be proactive in completing responsibilities

Minimum Requirements

- High School education (college degree preferred)

- Two or more years recent office experience
- Ability to work with others in a team environment
- A valid CA. Driver's license and a car in good working condition

Desirable Qualifications

- Typform understanding/experience for room/event registrations
- Constant Contact for e-newsletters
- Able to work with Word, Pages, and Print Shop
- 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, parents and volunteers
- Ability to keep church and personal information confidential
- Out going and upbeat personality

Work Environment

- Work is in an office setting (cubicles and meeting rooms) and/or from home if necessary

Physical Requirements

- Sitting – at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- 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)