JOB DESCRIPTION

Position Title	Administrative Assistant – Senior Ministries & In-Service
Position Reports to:	Senior Ministries Pastor & Director
Department:	Senior Ministry
Schedule (may vary)	Non-exempt, Part Time

General Description

- Offers administrative support to all areas of LifePlus and Prime Time Ministries & In-Service
    - Prime Time serves married & single adults from 65 and up. The group's activities include social events, luncheons, large group events on and off campus, and men's & women's and co-ed Bible studies led by various volunteers.
    - LifePlus serves married & single adults from 50 to 65. The group's activities include Bible studies, serving events, social activities, and large group events on and off campus led by various volunteers.
    - In-Service serves weekend services & special events

Responsibilities include, but not limited to the following

- Event/Meeting Planning:
    - Coordinate Calendars/Schedules, Room Reservations & Set Up Maps, Coordinate with Leaders & Volunteers, Agendas
    - Create: flyers, name tags, table name cards, prayer sheets, bible study booklets, etc.
    - Buy & set up snacks for the Men and Women's studies and social activities
    - Set up registrations in CCB for each new study
    - Compile rosters
    - Receives & files volunteer applications, tracks background checks
    - Set up Zoom Meetings

- Communication & Advertising:
    - Phone, Webpage, Flyers, Brochures, Bulletin, Good Times (bi-monthly NCCC newsletter, Signage, Table Tents, Tickets, Constant Contact (e-news), Social Media (Facebook, MeetUp), E-mail, Supply Ministry Bins for Weekend and Ministry Event Tables
    - Respond to pastors, leaders, and members communications

- In-Service:
    - Schedule Volunteers: Ushers, greeters, hospitality
    - Coordinate with Leaders
    - Oversea Kitchen: usage, order hospitality supplies, cleanliness,
    - Lost & Found

- Recordkeeping:
    - Database: layouts & accurate entry, print reports for leaders
    - Finances: budget, check requests, supply ordering

- Attend NCCC staff meetings and activities when possible.

Knowledge Skills Required for the Job

- Knowledge of Macintosh computers and software:
    - Microsoft: Excel, Word, PowerPoint also Print Shop , Pages
    - Mac software: Mail, AddressBook, iCal, iCloud, etc
    - Database – CCB or similar (experience preferred)
- 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, detail oriented and flexible
- Creativity for designing flyers
- Proficient with office machines: copier/printer, fax, phone, etc.
- Familiar with standard office procedures
- Proficient in verbal and written communication skills (spelling, grammar)

Desirable Qualifications

- CCB – for room reservations & event registrations (experience preferred)
- Constant Contact & MailChimp for e-newsletters (experience preferred)

Personal Relations

- Team player, ability to interact with staff, ministry members, and volunteers
- Ability to keep church and personal information confidential

Work Environment

- Work is in an office setting (cubicles and meeting rooms)

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)