

JOB DESCRIPTION

Position Title:	Safety Administrative Assistant
Position Reports to:	Safety Ministry Director and Pastor Orville Stanton
Department:	Safety Ministry
Schedule (may vary):	Weekdays, varied evenings and weekends (Part-time, 6 hours/week)
Rate/Salary:	DOE - non-exempt \$17.00 - \$18.00

General Description

- Offers administrative support to all areas of Safety Ministries

Specific Duties and Responsibilities

- Events/Meetings/Trainings Planning for Safety:
 - Coordinate Calendars/Schedules, Room Reservations & Set up maps, Coordinate with Committee, Leaders, Volunteers, and Staff, Agendas
- Communication & Advertising:
 - Phone, Web Pages, Flyers, Brochures, Signage, Table Tents, CCB (Church Community Builder)
 - E-mail, Supply Safety Ministry Bins and for Weekend Ministry Table
 - Respond to pastors, leaders, and members communications
- Recordkeeping:
 - Create Name Badges
 - Order and Maintain Safety Radios
 - Update Evacuation Maps when needed
 - Training Materials
 - Other needs
 - Finances: check requests and supply ordering
 - Volunteer documents: applications, medical forms, qualifying permits and licenses, and annual background checks
 - Volunteer records: Database updates, CCB schedules (add and update volunteers and schedules), recruiting list and updates, and ministry organizational structures.
- Attend NCCC staff meetings and activities when possible

Knowledge/Skills Required for the Job

- Knowledge of Macintosh computers and software:
 - Microsoft: Excel, Word, PowerPoint
 - Mac software: Mail, Address Book, iCal, iCloud, etc
 - Database - FileMaker Pro or similar (experience preferred)
 - Planning Center Online (training provided)
 - Radio programming (training provided)
- 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 – to reserve rooms & event registrations (experience preferred)
- Careful attention to detail

Personal Relations

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

Work Environment

- Office (cubicles, small office and meeting rooms)

Education

- High School or equivalent

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)