

Discipleship and Connections Administrative Assistant

Reports to:

Discipleship Pastor and Connections Pastor

Supervises: None

Part-time (29 hours/week shared – flexible hours needed, some nights/weekends)



POSITION SUMMARY

This position will provide assistance to the Discipleship Pastor and Connections Pastor in developing effective departments at First Free Church by overseeing necessary administrative responsibilities and contributing to the vision of each ministry.

PERSONAL REQUIREMENTS:

- Growing and vibrant relationship with Jesus Christ
- Godly marriage and family (if applicable)
- Contributes to the spirit of unity among the staff and congregation
- Fully supportive of First Free Church's Mission, Vision and Values
- Functions well as a team player
- Ability to multi-task proficiently
- A self-starter and eager learner
- Eye for detail and excellence
- Adaptability in change regarding programs, departments, and staff and church culture

PERSONAL QUALIFICATIONS:

Administrative and Organizational Skills: Must create and maintain paper and electronic files, assist in managing the budget, handle projects, keep track of deadlines, edit documents, update calendars, schedule meetings, and organize events on behalf of the pastors.

Office Technology: Must be skilled in a variety of computer-based tools like: MS Word, Excel, Power Point, and email, and will be expected to learn our church database system, Breeze, and our church scheduling system, Planning Center Online.

Interpersonal Skills: Confident and competent interacting and communicating daily with pastors, staff, volunteers, and members of the congregation.

Teamwork: Proficient at getting along with volunteers and co-workers and collaborating with others to accomplish the work.

Communication: Skilled at communicating information and ideas clearly both verbally and in writing.

PRIMARY RESPONSIBILITIES:

- In collaboration with the Discipleship Pastor and Connections Pastor, communicate with other First Free staff and the church at large concerning Discipleship and Connections events and schedules.
- Handle, screen and, where appropriate, respond to incoming telephone calls, e-mails and mail for the Discipleship and Connections Department.
- Provide support for Discipleship Department and Connections events in planning, , establishing itineraries, handling sign-ups, assisting with meetings, and other administrative tasks.
- Help manage the Discipleship and Connections Pastor's schedule as it pertains to events, classes, services, and meetings.
- Perform such other duties and responsibilities as may reasonably be assigned by the Discipleship Pastor and Connections Pastor from time to time.
- Manage events for Discipleship and Connections Departments including classes, volunteer trainings, and special events.

Discipleship Department:

- Prepare and edit correspondence, policies, procedures, and other documents related to Discipleship Department.
- Assist in developing and implementing new programs that further First Free Church's vision, mission and values.
- Brainstorm with the Discipleship Pastor and volunteers on possible improvements to existing Discipleship programs and potential new programs.
- Assist in providing support to the First Free Men's and First Free Women's ministry volunteer leaders, including event promotion and implementation.
- Assist with scheduling and maintaining the First Free Digital filming schedule and coordinating with any needed parties, locations, and equipment.
- Assist in managing the Internship Program and processes from promo, applications, support raising, documentation, interaction with interns, scheduling group meetings and trainings, and processing and recording income.

- Assist in managing baptism dates, sign ups, classes, scheduling, maintaining safe procedures and implementing new ones based on need.

Connections Department:

- Prepare and edit correspondence, policies, procedures, and other documents related to Connections Department.
- Assist in developing and implementing new programs that further First Free Church's vision, mission and values.
- Brainstorm with the Connections Pastor and volunteers on possible improvements to existing Connections procedures and implementing potential additions.
- Assist in managing planning for all related Membership, Young Adult and Community Groups events, schedules, and volunteers.
- Schedule and oversee the volunteer Welcome Team and First Free Central team and upkeep of First Free Central desk, ensuring a hospitable and welcoming atmosphere during weekend services and follow-up of visitors.
- Assist in maintaining the First Free Family Facebook Group - accepting or denying member requests, working with Connections Pastor on posts, upkeeping the content of the page by approving or denying posts.