

Growth Track Admin

Oak Ridge Baptist Church

DETAILS

Reports to: Growth Track Director - Directly
Office Manager - Indirectly

Relates to: Staff and Growth Track Team

Work Hours: Tuesday-Thursday, 9am-4pm
20 hours / week.

Pay: Commensurate with experience

THE POSITION

Description

The Growth Track Admin (GTA) is responsible for all administrative and logistical support for Oak Ridge's Growth Track discipleship process.

GOALS AND EXPECTATIONS

The GTA will interact with the Growth Track Director to provide administrative support for the Growth Track discipleship program of Oak Ridge. The effective GTA will achieve the following goals during the first 12 months of work:

- Become a valued part of the ORBC staff family, earning the trust and respect of the other staff and volunteers.
- Bring organization, discipline, a servant's heart, and a strong work ethic to the position.
- Become proficient in all Growth Track tools, resources and software.

CANDIDATE PROFILE

The following describes many of the characteristics for the ideal candidate:

EDUCATION

A high school diploma or equivalent is required. The ideal candidate will also have at least 1 years post-high school education.

PERSONAL QUALIFICATIONS

- Team player.

- Positive spirit with a “can do” attitude.
- Excellent sense of humor.
- Displays Christ-like behavior, treats others with dignity, respect & compassion.
- Ability to recognize and maintain confidentiality.
- Detail-oriented and administratively gifted.
- Excellent time management, organizational and multi-tasking skills.
- Adept at learning new skills.
- Shows initiative.
- Actively engaged in an ORBC Small Group or working towards finding a group.
- A heart for lost and unchurched people in our community.
- Committed to improvement, seeks constructive feedback, understands strengths and weaknesses.
- Relates well to all kinds of people, builds effective relationships, communicates effectively using both interpersonal and written mediums.
- Able to work and thrive in a climate that is **fast, fluid and flexible**.

SKILLS

The optimal candidate will possess excellent skills in:

- PC and Mac environments
- Office365 Software Suite with proficiency in:
 - Outlook Email and Calendaring
 - Word
 - Excel
 - PowerPoint
- Graphic design manipulation
- Internal/LAN document filesystems
- Internet-based filesystems (e.g., OneDrive / Google Drive)
- Basic Networking (WiFi / LAN topologies)
- Facebook/Instagram