



Administrative Assistant Job Description

Ministry Staffing

Virtues for a Team Player

Humble:

Humility is the single greatest and most indispensable attribute of being a team player. Humble people are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self, and define success collectively rather than individually.

Hungry:

Hungry people almost never have to be pushed by a manager to work harder because they are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity. This is a manageable and sustainable commitment to doing a job well and going above and beyond when it is truly required.

Smart:

Smart simply refers to a person's common sense about people. It has everything to do with the ability to be interpersonally appropriate and aware. Smart people tend to know what is happening in a group situation and how to deal with others in the most effective way. They ask good questions, listen to what others are saying and stay engaged in conversations intently.

Objective

The Administrative Assistant supports staff in designated areas of ministry of the church. The Administrative Assistant reports directly to the Children's Pastor, other ministry leaders and has some direct report to the Business Manager. This person works closely with OVCN ministry volunteers and staff. This individual must have a heart for ministry and be willing to be involved in weekly ministry activities and events as requested.

Goals

We believe that the deployment and effective management of our administrative operations is an important element in our strategy to provide for excellence in ministry in our church. We want to gather the resources and expertise necessary to best deploy our staff and volunteers to serve God and our church with our efforts.

Ministry Administrative Assistant Role

The Administrative Assistant will play a large role in the day-to-day operation of KIDZ Ministry. The right candidate will be a team player, have excellent communication skills, work effectively in a high stress environment, provide quick solutions to problems when they arise, and have great people management skills. The candidate should be creative and able to make contributions to the ministry in the planning of events and weekly activities.

The Administrative Assistant will also be responsible for other ministries including, but not limited to, FCA Sports Ministry, JOY (55+ Ministry) and other smaller ministries (Help Your Neighbor, College, Stephen Ministries). FCA Sports Ministry encompasses three seasons of leagues throughout the year. The candidate will need to be available for some Saturday participation in set up for evaluations, picture day and other weekends as needed. JOY Ministry is our 55+ ministry and has events throughout the year that needs administrative support. College, Help Your Neighbor and Stephen Ministries requires relationship building with ministry leaders for administrative support with various events to schedule throughout the year.

Personal Attributes

A deep, evident love of Christ, Church and Kingdom that shapes all aspects of his/her life. Personal qualities of integrity, credibility, and a commitment to the mission, vision, and core values of Oro Valley Church of the Nazarene.

A commitment to a lifestyle of continual growth in both character and competency.

Works well in a team setting and fills in for others as needed.

Maintains staff and church confidentiality.

Is a good communicator.

Must be able to handle multiple projects simultaneously.

Must be adaptable.

Strives for excellence.

Possess a positive attitude.

Able to succeed in an environment with high expectations.

Demonstrate ownership and responsibility.

Experience/Skills/Abilities/Responsibilities:

Requires a minimum of two years of work experience in church ministry or similar administrative setting. Must have basic knowledge of word, excel, publisher, power point, adobe products – photoshop, lightroom - and other software such as Church Community Builder (CCB) and Planning Center.

Requires the ability to work with the Marketing Director to create announcement slides including the communication and coordination with ministry leaders so specific selected slides show up on Sunday mornings and Thursday evenings as needed. Must work in tandem with the Marketing Director and utilize OVCN marketing guidelines.

Requires the ability to create, manage and update myOVCN (CCB software), scheduling, “forms” sign-ups for upcoming events and trips. Keep myOVCN (CCB software) people, groups and calendar requests up to date.

Assist with planning and executing events for ministry as needed. This entails detailed planning, volunteer recruitment and event management.

Must be able to trouble-shoot problems, provide suitable solutions quickly and accurately, and work under stress. Must exhibit the ability to take direction and responsibility for follow-up of assigned tasks to ensure they are completed satisfactorily, accurately, and on time. Must have the ability to prioritize and multi-tasks in the midst of a fast-paced, high-demand, and sometimes an unpredictable work environment. Requires the ability to work without constant supervision and within a framework of specific guidelines.

Meets regularly with ministry leaders, attends volunteer meetings and prepares and sends weekly, monthly announcements as needed.

Must be able to produce weekly Facebook announcements and reminders, prep and mail visitor postcards, birthday cards. Must be able to organize supplies for weekly ministry events including curriculum for teachers. Works closely with Children’s Pastor in on-boarding volunteers.

Must be willing to work as a team with other administrative assistants and cross-train in various areas. Must be willing to answer phones in a busy church office.

Other duties as assigned.

NOTE: This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed.

Hours of Work and Attendance:

This is a full time position. The Administrative Assistant’s schedule is dependent on event schedules of the various ministries and will remain flexible based on this schedule. The Administrative Assistant will work as needed on Saturdays and Sundays based on the event schedule and will adjust their time accordingly.

Agreed, Accepted and Signed by:

Date