

Job Title: Administrative & Family Ministry Assistant

Job Summary:

The Administrative & Family Ministry Assistant serves Journey Church by being the front door to the organization and helping execute tasks required of the Family Team. The aim for this Administrative Assistant is to assist with communication, coordination, and execution of Sunday initiatives.

Operational Responsibilities:

- Answer all inbound calls with a cheerful demeanor and direct the calls or take messages as appropriate.
- Manage the church calendar of events
- Order office supplies
- As assigned; copying, printing, cutting, and preparing Sunday content
- Data entry and database management utilizing PCO, G Suite, Orange and other platforms.
- Attend weekly all-staff meetings (currently at 11AM on Mondays)
- Attend weekly Family Team meetings (currently 9:30AM on Wednesdays)
- Attend weekly staff lunch (currently 12pm on Monday)
- Assist with inter-office communication (for example, meeting minutes from all-staff Monday meeting)
- Help with miscellaneous custodial tasks as assigned
- Filter incoming mail
- In-person office days: Monday - Thursday 9AM - 4PM
- Work on special projects and other duties as assigned
- Process outgoing mail: sorting, stamping and delivering outgoing mail to the post office
- Process returns as needed
- Schedule meetings for Family Team as needed

Requirements:

- Knowledge of office management systems and professional procedures
- Proficiency in MS Office (MS Word and Excel, in particular)
- Proficiency in G Suite (Calendar, Docs, & Sheets, in particular)
- Excellent time management skills and the ability to prioritize various assignments and their respective deadlines
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- High School diploma; additional qualification as an Administrative Assistant or Receptionist preferred

Profile, Experience & Skills:

The Administrative & Family Ministry Assistant should be a team player with high interpersonal skills who connects well with other staff and church volunteers. The Administrative Assistant should have an intimate knowledge of the Journey Church mission, vision, values, and biblical standards. This individual should possess the following characteristics: a love for Christ, excellent organizational skills, high integrity, and a sense of discernment.

The Administrative Assistant is required to safeguard all sensitive and confidential information and only use it or disclose it as expressly authorized or specifically required in the course of performing their specific job.