



Administrative Assistant *The Point Community Center*

Role Type:

Full-Time, Salary

Team:

The Point

Reports To:

Director of The Point

Lead by Example

Above all, we are to be surrendered followers of Jesus who, together, practice and experience the presence of God and are empowered and equipped to live on mission. We joyfully submit to the eldership and leadership of Eastpoint Christian Church and exemplify our vision, mission, and values:

Vision: (Why do we exist?)

To be a gift to the community by providing connection, resourcing, and partnerships that help people experience the love and Gospel of Jesus.

Mission: (What do we do?)

- Demonstrate the love of Jesus.
- Provide welcoming, useful, and accessible environments to resource our community.
- Create connections **to** and **for** the Eastpoint Community.
 - To: Build bridges for people to engage our church family environments – groups, classes, resources, and weekend services.
 - For: Create opportunities for followers of Jesus to be equipped and empowered to live on mission.

Values: (How will we behave?)

- Intentionally Relational.
- Focused on over-the-top hospitality.
- Attentive to Quality.
- Proactive in finding opportunities to meet needs.
- Eager to welcome and serve ALL people.
- Devoted to following Jesus.

Success Profile (How will we succeed?) – Success of The Point will hinge on the following:

- Effective and ongoing development of Staff and Volunteers.
- Proactive engagement of partners and programming (Major in partnership, minor in programming).
- Building a bridge between Eastpoint and The Point through communication, resourcing, and service opportunities.
- Creating intentional touchpoints with every person (conversation, authentic relationship, avenues for “story” conversations)
- Providing a safe, clean facility that meets the needs and expectations of the community.



Roles & Responsibilities

- Administrative Assistant to the Executive Director of The Point
 - Support the Director administratively in any areas that are needed.
 - Calendar support
 - Communication internally and externally
- Front desk Management - Oversee volunteer and staff hosts to ensure coverage at the front desk.
 - Be ready to greet everyone who comes in with a smile.
 - Be knowledgeable about happenings at The Point as well as Eastpoint.
 - Front desk coverage when necessary - Answer phone calls and greet guests.
 - Establish rhythms of connection and relationship-building where possible.
- Volunteer Training and Coordination
 - Help build and develop The Point Host team.
 - Engage with & encourage Point hosts at every opportunity.
 - Manage schedule of volunteer and staff Point Hosts.
- Manage schedules for all events at The Point.
 - Utilize CCB for scheduling all events.
 - Collaboration with Eastpoint Staff on a regular basis.
 - Communications Team
 - Events Team
 - Facilities Team
- Communications for The Point
 - External Communication - Oversee phone & email communication with all who contact The Point. Ensure alignment with values, mission, and culture. Train all hosts accordingly.
 - Internal Communication – This includes communication between all teams at EP regarding The Point as well as signage and communication tools in the building.
 - Database management – Effectively communicating, marketing, and promoting things from The Point to all who have engaged with us in the past.
 - Marketing – Overall marketing of The Point in Greater Portland.
 - Social Media Strategy and execution – Develop a plan for increasing our social media presence. Assign roles and recruit as necessary.
 - Oversee and execute email strategy.
- Event Project Management
 - Clearly defining what will be provided by Eastpoint and what will be provided by the event partner.
 - Ensure proper setup of all needed areas of the facility.
 - Work in conjunction with the Finance department to ensure timely payment for the facility.
 - Serve as project manager/liaison on events in managing logistics with venues, volunteer teams, vendors, etc.
 - Work with Eastpoint Event Coordinator on all major church events.



- Database Management
 - Serve the Eastpoint Team by keeping up with regular maintenance and data entry for CCB (as directed by the Database Administrator).
- Other duties as assigned.

Character Qualifications

- Passion and love for Jesus and his Church.
- Desire to foster clear communication and connection with the church family.
- Deep love for people and desire to create connection points.
- Ability to self-start, seek out resources, dream, and think creatively with the team.
- Shows compassion, understanding and an ability to connect with all people.
- Strong self-leadership and time management skills
- Ability to actively participate on a variety of teams.

Expectations

- Daily time seeking Jesus through prayer and the Scriptures.
- Competency with church database software, Microsoft Office tools, and other basic software.
- Great communication skills, both written and in-person.
- Attend and participate in the Monday morning staff meeting.
- Attend and participate in all Point Team meetings.
- Meets deadlines and job expectations as outlined by the job description.
- General schedule of Monday through Friday. General hours from Monday through Thursday will be 8:30a – 5:00p. Hours on Friday are 8:30a – 2:30p. Hours may be moved to accommodate events at The Point that happen outside normal business time.

