



Administrative Assistant Job Description

Administrative 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 along with overall office support. The Administrative Assistant reports directly to the Business Manager and will assist in several ministry areas. This individual must have a heart for ministry and be willing to be involved in selective 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 operations of several ministries. The list may not be exhaustive but includes the following: Responsible for supporting the following ministries - Satellite Campus (SBR), Stephen Ministry, Men's

Ministry, 55+ Ministry and Missions (as assistant to Missions Administrative Assistant from September through March assisting in all areas of Missions.) Other office duties include picking up incoming mail and take outgoing mail as needed. Check office voicemail daily. Wedding meetings, manage hospital board and prayer chain email communications.

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 ministries in the planning of events and weekly activities.

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 various ministry leaders and administrative assistants to coordinate and communicate in the areas of events, transportation and other administrative areas as needed. Assist with planning and executing events for ministries and outside organizations who may rent our facilities from time to time. This entails detailed planning and event management.

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

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-unpredictable work environment. Requires the ability to work without constant supervision and within a framework of specific guidelines.

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 various ministries responsible for and will remain flexible based on this schedule. The Administrative Assistant may be asked to work as needed on Saturdays and Sundays based on the event schedule and will adjust their time accordingly.

Agreed, Accepted and Signed by:

Date