

**Montgomery Community Church
Connections Administrative Assistant**

- Title:** Connections Administrative Assistant
- Classification:** Regular Part-Time, Hourly Non-Exempt, Up to 20 hours/wk
- Benefits:** As Indicated in the Employee Handbook
- Purpose:** The primary purpose of this role is to perform administrative duties to support the Connections & Community Director and Connections Ministry Team.

Responsibilities:

A General

- 1) Perform general administrative responsibilities including managing connections ministry correspondence, making ministry related travel arrangements, and procuring ministry materials as needed.
- 2) Assist director with calendar management. Schedule appointments, meetings, and Connections Ministry events.
- 3) Coordinate staff department meetings and key Connections Classes & activities inclusive of Explore MCC, Discover Your Purpose Class, Membership Class, connections luncheons, and new family engagement sessions. This includes managing invitations, registrations, communications with staff, participants & volunteers, ensuring materials and event execution.
- 4) Perform routine financial tasks for ministry such as processing receipts for expenses, credit card reconciliations, and check requisitions.
- 5) Generate and review tracking reports for all Connections Pathways and other Connections Ministry measurement reports as requested (e.g. % Explore MCC attendees in group or serving...) Engage pathway leaders for updates as needed. Identify and provide follow-up needs to director for leadership team engagement.
- 6) Coordinate process to update impact stories on the church Serve Wall.

B Other

- 1) Demonstrate a Christ-like attitude and behaviors in interactions with staff, the congregation, volunteers, vendors, and ministry partners. Exemplify and promote biblical values at church, in the community, and in life.
- 2) Give full commitment in word and deed to MCC's faith beliefs and values.
- 3) Other administrative duties as assigned.

Performance Expectations:

- A** Administrative support activities are completed in an efficient, timely, and professional manner. Alignment on priorities and deliverables is proactively

- maintained with supervisor
- B** Written communications, standard reports, and ongoing database analyses are clear, accurate, and complete
- C** Engagement with congregants, staff, and volunteers is effective & collaborative
- D** Planning, communications about, and logistical execution of Connections Classes and activities meet or exceed volunteer and participant expectations
- E** Use of discernment and confidentiality is appropriately maintained when working with or aware of information about individuals affiliated with the ministry

Qualifications:

A Knowledge and Experience

- 1) Five years of administrative assistant or comparable experience required
- 2) Education minimum of an associate degree preferred
- 3) Proficient in Microsoft applications (Office 365, Outlook, One Drive, Word, Excel, Powerpoint, etc...)
- 4) Experience generating/analyzing data or working with a database preferred
- 5) Attendee with knowledge of Montgomery Community Church (MCC) preferred. Expected to be or to become a regular attendee of MCC

B Skills

- 1) Highly developed organization skills, follow-through, and detail oriented
- 2) Proactive self-starter with strong capacity. Able to effectively identify and align priorities. Demonstrated ability to manage multiple priorities
- 3) Resourceful solution seeker. Demonstrated ability to effectively manage and navigate through change. Proactively identifies opportunities to improve processes & systems and makes recommendations
- 4) Good written and oral communication skills
- 5) Strong collaboration skills. Demonstrated ability to work effectively with diverse individuals and groups (e.g. experience, faith background, age, nationality, culture, etc...)

As this position engages with staff, volunteers, guests and the larger church body, a successful candidate will be collaborative, approachable, and welcoming as they effectively deliver their administrative responsibilities.

C Spiritual Gifts

- 1) Administration
- 2) Service

Reports to: Connections & Community Director