

Montgomery Community Church Position Description

- Title:** Adult Discipleship Administrative Assistant
- Classification:** Part-Time, up to 15 hrs/wk, Non-Exempt
- Benefits:** As indicated in the Employee Handbook
- Purpose:** The primary purpose of this role is to perform administrative duties outlined below to assist the Adult Discipleship Director and provide support to the Adult Discipleship team.

Responsibilities:

A) General

- (1) Determine and schedule resources for AD meetings, events, and activities.
- (2) Update and maintain the master calendar and eSpace with the AD events and meetings.
- (3) Assist with ordering, preparing, and distributing AD team materials.
- (4) Stock the AD office with supplies, books, and informational materials
- (5) Copy, print, and prepare supplies and materials for AD team.
- (6) Assist with making travel arrangements for conferences or trainings
- (7) Assist with scheduling and logistical needs for the AD Director and Assistant Director
- (8) Process reimbursements and reconcile Visa transactions
- (9) Other AD duties as assigned.

B) Other

- 1) Give full commitment in word and deed to support the faith, tenets, and cultural expectations of MCC.
- 2) Attend and actively participate in staff meetings, ministry team meetings, staff retreats, etc. as needed.
- 3) Foster high levels of cooperation and work in a team environment(s) with quality relationships and respect of everyone's giftedness and unique abilities.
- 4) Understand and operate within the policies and processes outlined in the employee handbook.
- 5) Maintain **confidentiality** in all aspects of handling sensitive congregant, staff, and church information.
- 6) Effectively work within the limitation of time and resources provided.
- 7) Ability to work with a teachable heart, good attitude and unified spirit.

Performance Expectations:

- A) All written communication is clear, encouraging, accurate, and timely.
- B) Ensure planned special events and meetings run efficiently and effectively.

- C) Complete administrative support activities and all job duties in a timely, accurate, efficient, and professional manner.

Qualifications:

A) Knowledge and Experience

- 1) Two years of administrative assistant experience required.
- 2) Associates degree
- 3) Proficient in all Microsoft applications (i.e., Word, Excel, PowerPoint, etc.).
- 4) Attendance at MCC required. Knowledge of MCC ministry preferred.

B) Skills

- 1) Highly developed organizational skills, follow-through, ability to manage multiple tasks, detail oriented.
- 2) Self-starter able to work independently with minimal supervision.
- 3) Resourceful person who is a solution-seeker who identifies potential roadblocks and provides solution alternatives.
- 4) Good written and oral communication skills.
- 5) High-quality interpersonal relationships.
- 6) Administrative skills demonstrated through past success.

C) Spiritual Gifts: Administration, Compassion

Reports to: Adult Discipleship Director