



JOB DESCRIPTION

DATE: January 16, 2019
JOB TITLE: **Administrative Assistant & 1st Impressions Coordinator**
LOCATION: Grinnell Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-time, Non-exempt
WEEKENDS: Yes

SUMMARY

The Administrative Assistant & 1st Impressions Coordinator is responsible for providing professional administrative and clerical support to the Grinnell Campus Pastor and will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment. They will also manage and oversee the First Impressions ministry at the Grinnell campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties, in addition to these, may be assigned.

- Support and assist Campus Pastor in the administration of his duties.
- Manage and maintain the Campus Pastor's calendar with understanding of Campus Pastor's primary focus and prioritizing requests for his time accordingly.
- Receive and screen communications for the Campus Pastor, including telephone and email messages, and provide assistance and direction using independent judgment to determine those that require priority attention.
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, credit card statements, etc.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Coordinate, write, and distribute correspondence and responses.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to promote the mission of PLC.
- Ensure a clean, safe, and welcoming environment each weekend at the Grinnell Campus.
- Introduce and promote opportunities for new and existing attendees to connect to the Osage Campus.
- Liaison between the Risk Management Team and First Impressions to ensure safety and security of the campus during the weekends.
- Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
- Responsible to coordinate Care at the Grinnell Campus, via distribution of Care Cards/benevolence cards.
- Assist in calendaring, scheduling, and communications requests for the Grinnell campus.
- Event organizing and administration including, but not limited to, events such as Volunteer Celebration, conferences, classes, meetings, small Groups, and campus potlucks.
- Oversee First Impressions activities before and during weekend services.
- Recruit, schedule, train, and develop First Impressions volunteers.

- Work collaboratively with First Impressions Coordinators at other campuses to develop and implement an effective, welcoming ministry.
- Responsible for coordinating weddings and funerals at the Grinnell Campus.
- Provide support for The Grove ministry.
- Scheduling for various events at the Grinnell Campus.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma required.
- Clerical training and/or experience in an administrative support role.
- Experience working with volunteers and/or customer service experience is helpful.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____