

Job Title: Administrative Assistant to WRCC North (open // full-time)

Department: WRCC North

Reports to: Campus Pastor

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Approved By: Phil Heller, Lead Pastor

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White River Christian Church is a non-denominational, independent Christian Church located in central Indiana. WRCC is focused on connecting every life to Jesus. Averaging over 2500 in attendance, God continues to grow and expand the impact of the Great Commission by becoming one church in multiple locations.

Ministry Description

White River Christian Church exists to connect every life to Jesus. The Administrative Assistant will support the WRCC North staff by providing clear communication to volunteers, members and guests while executing various administrative functions at the direction of the campus pastor. They will also serve the church, guests and community by creating a welcoming atmosphere in the ministry center.

Responsibilities

Campus Pastor administrative support

- Coordinate & schedule meetings and appointments
- Maintaining vacation log & tracking for staff
- Credit Card/Expense report tracking
- Various projects as needed
- Various event planning (staff trips/meetings, conference registering/travel arrangements)
- Maintain contact information on current members
- Coordinate Meetings: schedule & set-up location, communicate dates and meeting notes to teams

Oversee Hospitality at the WRCC North Ministry Center

- Maintain and oversee the “feel” of the ministry center
- Coordinate and schedule usage of the facility / meeting room
- Answering phones, helping/directing guests as needed
- Maintain a clean and presentable space for staff and guests

NextGen Ministry Support

- Contact and communicate with parents as directed by staff
- Assist in communication and coordination of volunteers

Adult Ministry Support

- Small Group Ministry
 - Assist coordination of WRCC North groups
- Connection Pointe
 - Produce & keep current ministry information cards
 - Assist pastors in guest follow-up system
 - Maintain & communicate to ministry leaders contact information collected at Connection Pointe
- Alpha Ministry Support
- Assist with guest follow-up and assimilation system

Worship Ministry Support

- Maintain Planning Center database for worship team members

- Support Worship Director in scheduling and communication

Additional Staff & Office Support

- Editing, proofing, occasional writing projects for various ministries (ie. narrative rewrites for Mission Sunday, web content, WRCC North specific communication)
- Key check-out system, making copies of keys as needed
- Assist other pastors with projects as requested/needed
- Coordinate data on various WRCC North ministries with WRCC Noblesville
- Oversee WRCC North office budget, supplies and printing

Communication:

The WRCC North Administrative Assistant will report directly to the Campus Pastor and will be responsible and submissive to the Elders of WRCC

Job Qualifications:

- Preferred Experience: 3+ Years as an administrative assistant
- Must be spiritually mature, humble, and trustworthy
- Must be proficient with MS Office, capable using new technology and other cloud based systems/databases

Important Skills / Gifts:

- Administration - able to set up systems and structures that function well
- Communication - able to clearly communicate in a timely manner with fellow staff and ministry partners
- Creative - generates new ideas
- Tech Savvy - able to work with and embrace new technologies and/or systems
- Encourager - understands the needs of a team and pushes the team to improve through positive reinforcement.
- Multitasker - takes on multiple challenges, assignments and succeeds
- Initiative - assertive and motivated internally for successful ministry