



Job Title	Noblesville Missional Living & Hispanic Administrative Assistant
Location:	Noblesville
Position Reports to:	Local: Missional Living - Fred Knoll Local: Hispanic Congregation - Miguel Lara Global: Michelle Barnett
Status:	Part-time, Non Exempt
Hours per Week:	24 (Tuesday, Wednesday, and Thursday 8 am-4:30 pm)

Position Overview

White River Christian Church exists to connect every life to Jesus. The Noblesville Missional Living & Hispanic Congregation Administrative Assistant will support the

- Responsibilities and Duties**
- Coordinate and oversee logistics for Noblesville Missional Living and Hispanic events
 - Update & maintain new guests for Hispanic Congregation and Food Pantry in CCB (WRCC's database program)
 - Develop and maintain a volunteer base to help with various administrative tasks
 - Create forms for event registration and track attendance
 - Maintain volunteer base (background checks, profile information) for both ministries
 - Track volunteer birthdays and card mailings
 - Assist receptionist with receiving and serving guests with ministry needs and serve as backup for financial assistance and walk-in requests
 - Prepare travel arrangements and conference registrations as needed
 - Purchase and prepare supplies needed for ministries and events
 - Communication with facilities team regarding ministry room and resource needs
 - Assist in the translation of documents into Spanish language
 - Prepare spreadsheets and reports monthly for Food Pantry partners
 - General administrative tasks
 - Continue to grow and learn as a Christ-follower and leader
 - Participate in staff meetings and training opportunities



Qualifications

- Personal relationship with Jesus Christ and alignment with the mission of WRCC
- Spanish fluency
- Microsoft Office (expected proficiency in MS Word and Excel), Google and Google Docs, Mac experience preferred
- Ability to learn Church Management Software
- Proven ability to organize, prioritize, and complete multiple tasks with minimal supervision
- Excellent relational skills in multicultural contexts
- Detail oriented, able to recruit and lead volunteers