



| | |
|----------------------|--|
| 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