



# Administrative Support

Part-time position providing administrative and relational contact support to staff, families, and individuals inside and outside the church. This relational, enthusiastic person would provide support to all pastors.

Assuming the role of a church leader requires demonstrating Christ-like servant leadership and devotion to the church in one's performance of responsibilities and in one's relationships within the church. The reality of leadership is that leaders are expected to set the standard for others. These *leadership* expectations include, but are not limited to:

- Exhibiting joy in service.
- Exhibiting an approachable demeanor.
- Demonstrating a willingness to serve
- Supporting ministries/activities of the church by one's visible involvement and attendance.
- Developing "360-leadership" means submitting oneself to coaching, mentoring, receiving direction, and investing in those who serve with you.
- Responsible directly to the Connections Director, ultimately to the Lead Pastor.

**MINISTRY  
ADMINISTRATIVE**

**REPORTS TO  
CONNECTIONS  
DIRECTOR**

**JOB STATUS  
PART-TIME**

## NWF Values and Vision

- **Biblically Serious**  
*We are rooted and grounded in scripture.*
- **Spiritually Alive**  
*We embrace the mystery of the Holy Spirit at work within and among us.*
- **Radically Generous**  
*God is abundantly generous and calls us, as his people, to reflect that spirit of generosity in all we do.*
- **Purposefully Missional**  
*Every believer is uniquely gifted for a life of service that builds up the church, transforms the world, and fulfills God's purpose and calling.*
- **Intentionally Diverse**  
*In a world so broken with division, prejudice, injustice, and hate, the message of God through the church, lived out with intentional diversity, has the potential to transform our world radically.*

**We exist so that every man, woman, and child would have the opportunity to KNOW Christ, GROW in Christ, and GO as the body of Christ.**

## General Responsibilities

- Initiate ways to continuously improve operations with administrative job sharing through cross-training, efficiency, and teamwork in order that the inner office operates at high capacity.
  - Fill in when another administrative support or Connections Director is out of the office.
  - Provide general administrative and clerical support, including answering phones, distributing mail, preparing correspondence, etc.
  - Take ownership of the database system, learn to use it, troubleshoot, and lead the team in using it to increase capacity and efficiency.
  - Update addresses from returned mail.
  - Put a weekly thank you card in the green room for the Worship/Tech Team breakfast.
  - Coordinate Worship/Tech Team breakfast schedule with small group leaders.
  - Update small group signs outside classrooms.
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## Finance Support

- Assist with the weekly offering count process.
- Make weekly bank deposits.
- Accurately enter and maintain contribution records in Planning Center.
- Generate reports for first-time givers and coordinate preparation and mailing of thank-you letters.
- Enter vendor bills into QuickBooks.
- Prepare and print checks for payment processing.
- Maintain organized financial records and filing systems (digital and physical).
- Learn the payroll and expense management systems as backups.
- Provide general financial administrative support as needed.
- Assist the finance team with special projects, audits, and the preparation of reports.
- All other duties as needed or required.

### Contact Person:

**Nikki Heiserman | CONNECTIONS DIRECTOR**

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