

## **Job Description**

### **Administrative Assistant (Viera Campus)**

Reports to: Executive Assistant, Viera Campus  
FLSA Status: Non-Exempt (hourly)  
Hours per week: 28 hours  
Campus: Viera

This position supports the Calvary Chapel Viera Campus ministries

#### **Responsibilities:**

- Phone and email support for men's and women's and co-ed groups
- Communication with leaders for men's, women's, and co-ed groups
- Maintain needs of all men's, women's and co-ed Bible studies and groups, including, but not limited to Mom4Moms, MOHS, leaders studies, myCalvary classes, Divorce Care, etc.
- Assist the Viera team with group volunteer appreciations, holiday events and community outreaches
- Schedule and assist ministry meetings for men's and women's directors
- Manage details of assigned projects including special events, conferences, seminars, fellowships, etc.
- Communicate with Café, Childcare and Bookstore for ministry events
- Assist in developing and publishing event promotions
- Manage and maintain group sign-ups in Ministry Platform of men's, women's and co-ed groups, studies and events
- Inputting classes and schedules into Ministry Platform
- Developing reports from Ministry Platform classes and groups
- Developing reports and inputting yearly budgets into Shelby Financials
- Men's and Women's Ministry Social Media: monitor and update Social Media platforms, i.e. Facebook, Twitter, YouTube, Instagram, Pinterest, Google+ Business, etc.
- Developing Event Request Forms (ERF) for men's, women's and co-ed groups
- Develop and oversee ministry sign-up's, bulletin announcements and Ministry Platform web information, securing rooms and other resources
- Handle book orders for small groups (classes occur year round)
- Organization of materials, files, appointments
- Handle ministry payments and turn in forms and money to accounting
- Develop memos, signs, documents and publications
- Fill in for Reception/Information Desk when necessary
- Other duties as assigned

#### **Skills and Requirements:**

- Computer Skills
  - Know and effectively use Microsoft Office Software including Word, Excel and Publisher for procedures and spreadsheets, Outlook for email, calendars, tasks and contacts
  - information and ideas in written and graphical format
  - Possesses knowledge and experience in the tenets of traditional marketing
  - Possesses functional knowledge and/or personal experience with website content management systems
  - Ability to learn and utilize Ministry Platform database
- Possesses excellent writing and language skills; ability to effectively communicate
- Is a team player with the confidence to take the lead and guide other employees when necessary (i.e.: content development, creation and editing of content and online reputation management)
- Must have good technical understanding and ability to pick up new tools quickly

**Other Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.* Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Gal 5:22-23)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.* John 13:34-35)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Passionate for encouraging and equipping the body of Christ
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information (*Those who guard their mouths and their tongues keep themselves from calamity.* Proverbs 21:23)
- Organized, ongoing learner
- Self-starter/independent worker – can work with little supervision or direction

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that the job description in no way implies that the duties listed here are the only ones that I will be required to perform. I will be expected to perform other tasks, duties and training as determined by my supervisors.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Authorized by:

\_\_\_\_\_  
Administrator