

Eastpoint Christian Church

Position Description

**Discipleship Administrator**

**Reporting To: Discipleship Pastor**

**Position Summary:**

To help the Discipleship pastoral staff with administrative needs (such as connecting people with groups, managing the database, and communicating with group members and leadership, etc.), so the pastors can focus on pastoral needs within the ministry.

This is a full time salaried position. Normal work hours would be Sunday-Thursday.

**Role and Responsibilities:**

- Manage Church Community Builder database for all adult discipleship
  - Administer process queues
  - Develop forms
  - Communicate with new people, group members, and group leadership
  - Manage and recruit volunteers
- Administer Groups and Classes Registrations (including all promotional content and materials)
- Manage all administrative needs regarding new group formation
- Place people in groups and communicate with group leaders
- Administer class notifications and reminders
- Communicate with group leadership (Leaders, Coaches, etc.)
- Proofread and edit Life Groups curriculum
- Participate in group leadership meetings with Leaders, Coaches, Teams, etc. as needed
- Help edit and update printed leadership materials
- Recruit and manage administrative volunteers for projects
- Proofread, order printing, assemble materials, etc. (through volunteers)
- Organize First Impressions kiosk and materials (through volunteers)
- Organize Cafe (through volunteers)
- Manage Foyer promotion (through volunteers)
- Place volunteers with First Impressions Coordinators
- Handle event planning administration
  - Scheduling rooms, venues, accommodations
  - Reserve resources and purchase necessary materials
  - Ordering meals and refreshments
  - Event promotion
  - Aid in setup and teardown of events
- Aid in the Church Community Builder training of staff and volunteers
- Book conference registrations and accommodations
- Regularly touch base with the Pastors and Ministry Directors regarding administrative needs

- Other duties as assigned

**Education/Experience:**

- Degree in Business Administration, Communications, or related field is preferred
- Minimum of two years of experience in administration/communications or relevant experience
- Proven track record of functioning well on diverse teams
- Demonstrates proficient time management and organizational skills with a proven ability to generate and support pragmatic solutions, while maintaining high attention to detail and quality
- Proficient in Microsoft Office or Google Drive
- Aptitude for database management

**Skills/Knowledge:**

- Passionate about Christ and His Church as the hope for the world; demonstrates integrated and mature spiritual journey
- Devoted to the Core Values of Eastpoint Christian Church
- Self-starter, initiator, attention to detail
- Able to anticipate needs and move the ministry forward
- Able to recruit and manage volunteers
- Excellent written and oral communication skills
- Positive attitude and approach to problem solving
- Gracious guest service approach

**Base Physical Requirements:**

Code: N=Never O=Occasionally (<20%) F=Frequently (20%-80%) C=Constant

**Exposure to Adverse Working Conditions:**

Noise, Noxious Odors, Temperature.....O Hazardous Materials.....N  
 Potentially Threatening Abusive Clients...O Communicable Diseases...O

**Physical Conditions:**

Close Eye/Hand Work.....F  
 Sedentary (continuous sitting).....C  
 Light Work (standing, walking, lifting <15 pounds).....F  
 Moderate Work (lifting 15-30 pounds, prolonged use of small hand instruments)O  
 Moderately Heavy Work (lifting, moving, loading 31-50 pounds).....O  
 Heavy/Hard Work (above average strength and stamina, lifting > 51 pounds).....N

**Work Environment:**

- Works at a computer at desk in the office
- Answer phones and relay pertinent messages

- Alert Pastors when someone arrives for an appointment