

Real Life Community Church  
Job Description



<b>Job Title:</b>	<b>Assimilation Assistant</b>	<b>Status:</b>	<b>Part-Time</b>
Department:		Security Level:	highly confidential
Reports to:	Ministry Systems Pastor	Minister Designation:	No
Work Week:	Mondays (1-2 days a week)	Driving:	Yes

I. **Job Summary:** The Assimilation Assistant will assist the Ministry Systems Pastor and church coordinator in securing and inputting information from visitors to Real Life Community Church, and executing an assimilation plan as prescribed by the Ministry Systems Pastor or the executive assistant/church coordinator. Must have a heart of humility, grit, and generosity.

II. **Primary Duties and Responsibilities:**

1. Assist newcomers in moving from outsiders to insiders.
2. Responsible for keeping attendance records for adult, youth and kids services, as well as parking lot and volunteer capacity.
3. Follow assimilation steps as outlined on Planning Center Online Workflow and keep current with new visitors and steps each visitor is on. Includes, but not limited to, email, phone call, post card, and followup with any Connect Card responses.
4. Keep all information confidential and all church attendee information at the church (not to be distributed to other attendees).
5. Work from the church at a designated computer.
6. Make phone calls from designated church phone. Texts to be sent out using the "Text in Church" app. No communication from personal phone without consent of supervisor.

III. **Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with the values of humility, grit, and generosity, doing all things in love.
3. Personally engaged with our mission, vision, and strategy.

IV. **Minimum Qualifications:**

1. High school diploma or GED equivalent required
2. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license)

V. **Knowledge and Abilities:**

1. Ability to communicate clearly, effectively, directly, kindly, and with empathy to staff, attendees, and the community, both verbally and in writing.

2. Able to work at a fast pace and stick to weekly deadlines.
3. A self-starter with a keen eye for detail.
4. Must be committed to the mission, vision, strategy and values of Real Life Community Church.
5. Exercise exceptional judgement in dealing with sensitive and personal issues.
6. Must be able to prioritize concerns without much guidance
7. Knowledge of Planning Center Online, Office, and Google applications
8. Knowledge of English grammar and vocabulary.
9. Ability to work in a fluid and collaborative environment.
10. Ability to consistently complete assigned tasks and work independently with excellence and limited supervision.

**Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.