



Mission - To humbly and boldly be a church that looks more like Jesus.

Position: Adult Ministries Administrative Assistant

Team: Adult Ministries - Central

Reports to: Adult Equipping Pastor

Status: Non-exempt 20 hours/week

Position Description: Provide administrative support to the Pastor of Adult Equipping and the Adult Central Team as assigned.

Responsibilities:

- Provide general administrative for the Adult Equipping Pastor to include, but not limited to scheduling, proofing, editing, meeting follow-up, communication.
- Scheduling, logistic support and primary point of contact support for Central Team meetings and events.
- Process centralized team invoices / partner with campus coordinators to reconcile cross-campus expenses.
- Serve as hub of communication for Adult Equipping Pastor, Groups Director and Pastor of Teaching and Content Development.
- In collaboration with the Adult Ministries Team design, maintain and distribute materials, templates and process to campus leaders for ministries, courses, and groups.
- Receive and respond or redirect welcome center and web inquires tied to Adult Ministries, RightNow Media requests, etc.
- Develop standardized processes, templates and checklists that promote effectiveness and efficiency.
- Responsible for recruiting, developing, encouraging and leading volunteers and/or tea of volunteers where appropriate within the ministry.
- Other duties as assigned by supervisor.

Education/Experience:

- Bachelor's Degree - preferred
- Administrative experience - 3+ years required

Competencies:

- Mature faith, a personal relationship with Jesus Christ, commitment to the Teaching Statement and ministries of Hosanna!, a signed Hosanna Leadership Covenant, and submission to Biblical authority.
- Membership in the congregation and worship at Hosanna
- Ability to maintain confidentiality and discretion
- Strong organization and technical skills, with ability to prioritize tasks
- Strong written and verbal communication skills
- Strong technology experience with Google platform
- Ability to take initiative and work with minimal supervision.
- Ability to collaborate well in cross-functional teams and projects across the organization.
- Strong interpersonal skills in working with different personalities and leadership styles

Working Conditions & Physical Demands:

- Schedule will include working evening, weekend, and extended hours as required by ministry needs. This includes Christmas Eve and Easter.
- Extensive standing, walking and sitting for extended periods of time.
- Repetitive keyboard and mouse movements requirements.
- May require lifting up to 25 lbs.