

THE VINEYARD CHURCH

JOB DESCRIPTION

TITLE: Administrative Assistant

SUMMARY

This Administrative Assistant position is a full-time position with regular office hours Monday – Friday, with an occasional weeknight or weekend as needed. The position reports to the Office Manager and provides administrative support to various ministries of The Vineyard Church.

ESSENTIAL FUNCTIONS

- 1. Maintain a Vital Relationship with Jesus Christ**
- 2. Provides Administrative Support by:**
 - Assisting Ministry Directors (primarily within Spiritual Development, Outreach/Missions, Catering/Hospitality and Newcomer/New Believers) with documentation, event planning, retreats, appointments, emails, meetings and other various duties
 - Supporting ministries to have everything they need for various events and meetings which include supplies, food, meeting arrangements, etc.
 - Coordinating the details of travel plans and other details for trips (i.e. mission trips)
- 3. Assist in Leading the Catering Team by:**
 - Shepherds the leader and members of the Catering Team
 - Serves as the liaison between The Vineyard Staff and Catering Team leaders
 - Attends catering events as needed/appropriate
- 4. Supports the Overall Office by:**
 - Serving at the front desk of the office when requested.
 - Working with other administrative assistants in the office when needed.
 - Assisting to maintain and update the church calendar.
 - Working with other administrative assistants occasionally serving as a wedding or funeral coordinator.
- 5. Provides Technical Support by:**
 - Completing event forms, communicating with event participants, and tracking event registrations
 - Data entry & maintenance of Church Community Builder database system
 - i. Giving participant & staffing assignments
 - ii. Setting up Activity for groups, classes & events
 - iii. Posting attendance for groups, classes & events when necessary
 - iv. Keeping service team lists up to date
 - v. Monthly reports of team members' service

OTHER FUNCTIONS

6. Participates in staff related office functions by:

- Attending and participating in staff meetings
- Participating in and staffing Team Vineyard events
- Meeting regularly with ministry Directors

7. Contributes to the overall effectiveness of The Vineyard Church by:

- Assisting in the care and maintenance of the church's facilities, equipment and supplies
- Communicating with church attendees and other staff in a courteous, responsive and Christ-Like manner
- Completing other job-related duties and special projects as directed

KNOWLEDGE, SKILLS AND ABILITIES

1. The character of a deacon as outlined in I Timothy 3:8-12
2. If married, spouse's enthusiastic participation in the call
3. Fulfill all the requirements of a coordinator at The Vineyard Church
4. A sense of call to work within a support ministry area
5. Affirmation of calling from the senior pastor and appropriate overseer
6. Demonstrates strong interpersonal and communication skills, both oral and written, necessary to communicate with staff and Vineyard members in a courteous, responsive and helpful manner
7. Demonstrates commitment to The Vineyard Church's mission and values

WORKING CONDITIONS

1. Works in an office environment, at events, and occasionally offsite.
2. Must be effective in a ministry environment where the focus and mission are to show Christ to others in real and tangible ways.

Effective Date:

Lead Pastor Approval

Lead Pastor
Title

Date

Human Resources Approval

Executive Pastor
Title

Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.