

Administration

Job Title: Centralized Administrative Assistant

Status: Part-Time / Non-Exempt

Reports to: Systems & Camp Lease Coordinator

Hours: 25-28 Hours / Week

Job Purpose:

To support Faith Chapel ministries by completing various administrative tasks to help the ministries succeed in their efforts.

Essential Duties and Responsibilities:

- **Administrative Support:** Become proficient in the use of Faith Chapel software applications and systems. Assist ministries by accurately entering data into the church database in a timely manner.
Effectively use church software applications to accurately:
 - Enter and update congregant data.
 - Create registration events and serve opportunities.
 - Process and maintain volunteer applications; ensure all requirements are completed.
 - Prepare and submit reimbursement requests.
- **Technical Support:** Provide first line troubleshooting and answer questions for staff and congregants.
- **Communications:** Triage and respond to emails, team chats, phone calls, etc.
- **Camp Support:** Organize and inventory trading post supplies, direct supporting volunteer teams, and support ministries with camp-related tasks.
- **Meetings:** Attend and participate in team meetings and staff meetings.
- **Other Duties:** Perform all other duties as assigned by the Director of Support and/or the Systems & Camp Lease Coordinator.

Key Skill Areas:

- Technical Proficiency – Strong aptitude for learning new software and web-based systems.
- Attention to Detail – High level of accuracy in data entry, foreseeing needs with events, overall flow, and making good notes to review.
- Project Stewardship – Own tasks from start to finish, balance independent troubleshooting with timely escalation.
- Works well both independently and as part of a team.
- Relates well to a variety of different people. Graciously treats all people with love and respect.
- Communicates effectively through both verbal and written communication.
- A proactive problem-solver; demonstrates the ability to work through problems and offer solutions.
- Proficient in Microsoft Outlook and Teams; knowledgeable in computer usage, and able to learn church-specific software applications and procedures.
- Flexible and adaptable to change.
- Demonstrates strong commitment to serving others.

General Qualifications:

- Committed follower of Christ, growing in faith and personal relationship with Jesus.
- Passionate about and committed to Faith Chapel's mission, vision, and core values.
- Demonstrates a strong work ethic, characterized by being team-oriented, task-focused, people-friendly, and self-motivated.
- Exhibits the desire to continually learn and improve oneself.
- Displays a Spirit filled qualities – teachable heart, grace filled response.
- Maintains spiritual, moral, and physical standards pleasing to the Lord.
- A hard-worker, exhibiting a strong work ethic that is characterized by being task-focused and people-friendly; self-motivated.

Physical Demands & Working Conditions:

Rare: 1-10% of work time, **Occasionally:** 11-33% of work time, **Frequently:** 34-66% of work time, **Continuously:** 67-100% of work time

This position requires frequent to continuous repetitive motions, fingering, grasping, reaching, talking, and hearing; occasional standing and walking. Rarely, this position may require climbing, pushing up to 20 lbs, pulling up to 20 lbs, lifting up to 20 lbs, carrying up to 20 lbs.

The worker is required to have close visual acuity to perform activities such as preparing and analyzing data and figures; viewing a computer terminal; extensive reading, etc.

The work environment is in a typical office setting. The worker is not substantially exposed to adverse environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in this position(s).