

# Administrative Assistant

**Status: Full-Time, Non-Ministerial, Salaried**



## Mission & Vision of GraceHill Church

GraceHill exists to create a thriving community of transformed people. This is reflected in our mission to love people, connect them to Christ, equip them for life and prepare them to share.

## About this Role

GraceHill Church is seeking to add an Administrative Assistant to the team as the church continues to grow in size and depth. The ideal candidate will be an individual that manages each detail of a task with consistent communication and high organizational skill. The Administrative Assistant will be an essential part of the GraceHill team and will support all ministries and team members while developing meaningful relationships.

### Responsibilities:

- Supports efforts of Ministry Teams Coordinator with volunteers across teams that impact Sunday worship services.
- Records weekly worship attendance and creates reports to analyze dynamics of service attendance.
- Manages membership data within church management software (Planning Center).
- Manages details of prayer requests and presents them to the Prayer Warrior team in a timely manner.
- Creates and manages event registrations within church management software.
- Supports monthly financial expense review
- Creates calendar events and manages adjustments to calendar entries as necessary.
- Supports various aspects of special events.
- Supports communication with volunteers and organizations involved in monthly serve events.
- Manages supply inventory; creates supply orders; shops for event items when necessary.

- Oversees preparation of weekly bulletins and Connect Cards through a collaborative approach with team members and volunteers.
- Provides general support to all team members.

#### Qualifications:

- High level of interpersonal skills, professional and courteous demeanor
- Ability to work well independently and in collaboration with team members
- Ability to multitask, manage time efficiently, allow for flexibility
- Strong organizational skills and attention to accuracy/details
- Proactive approach to problem-solving
- Accurate data management and entry skills
- Excellent written communication skills
- Familiarity with standard office platforms including Google Suite and Microsoft Products

#### Personal Responsibilities:

While not specifically related to this position, here are some responsibilities related to personal conduct which all GraceHill staff are expected to follow.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Be a faithful and cheerful giver toward the mission and vision of GraceHill Church.
- Be loyal to the vision and staff of GraceHill Church and always seek to protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest in and invite the lost to GraceHill Church and into a relationship with Jesus Christ
- Adhere to the Employee Handbook