

Administrative Assistant to Prayer and Local Outreach Pastors

Reports to:

Prayer Pastor

Local Outreach Pastor

Supervises: None

Part-time (29 hrs/wk shared - 20 for Prayer and 9 for Local Outreach)



POSITION SUMMARY

This position will provide assistance to the Prayer Pastor and Local Outreach Pastor in developing effective departments at First Free Church by overseeing necessary administrative responsibilities and contributing to the vision of each ministry.

PERSONAL REQUIREMENTS:

- Growing and vibrant relationship with Jesus Christ.
- Godly marriage and family (if applicable)
- Contributes to the spirit of unity among the staff and congregation.
- Fully supportive of First Free Church's Mission, Vision and Values.
- Functions well as a team player
- Ability to multi-task proficiently.
- A self-starter and eager learner.

PERSONAL QUALIFICATIONS:

Administrative and Organizational Skills: Ability to create and maintain paper and electronic files, assist in managing the budget, handle projects, keep track of deadlines, edit documents, update calendars, schedule meetings, and organize events on behalf of the Pastors.

Office Technology: Comfortable working with a variety of computer-based tools like: MS Word, Excel, Power Point, and Email, and will be expected to learn our Church Community Builder database system.

Interpersonal Skills: Confident and competent interacting and communicating daily with pastors, staff, volunteers, and members of the congregation.

Teamwork: Proficient at getting along with volunteers and co-workers and collaborating with others to accomplish the work.

Communication: Skilled at communicating information and ideas clearly both verbally and in writing.

PRIMARY RESPONSIBILITIES:

- In collaboration with the Prayer Pastor and Local Outreach Pastor, communicate with other First Free staff and the church at large concerning Prayer and Local Outreach events and schedules.

- Provide support for Prayer and Local Outreach events in planning, making telephone calls, establishing itineraries, handling sign-up, assisting with meetings, and other administrative tasks.
- Perform such other duties and responsibilities as may reasonably be assigned by the Prayer Pastor and Outreach Pastor from time to time.

Prayer Ministry:

- Prepare and edit correspondence, policies, procedures, and other documents related to Prayer Department for the Prayer Pastor's review and approval.
- Brainstorm with the Prayer Pastor and volunteers on possible improvements to existing Prayer programs, and potential new programs that further First Free Church's vision, mission and values
- Assist the Prayer Pastor in providing support to the prayer ministry volunteer leaders, including event promotion and implementation.
- Handle, screen and, where appropriate, respond to incoming telephone calls, e-mails and mail for the Prayer Department.
- Manage the Prayer Room social media account.
- Help develop training materials for the Prayer Ministry; prepare for and teach training sessions at volunteer meetings and Prayer Ministry programs.
- Help manage the Prayer Pastor's schedule as it pertains to events, classes, services, and meetings.
- Participate on the Prayer Leadership Team.

Local Outreach

- Prepare and edit a regular newsletter to the church's Safe Families volunteers for the Outreach Pastor's review and approval.
- Brainstorm with the Outreach Pastor and volunteers on possible improvements to outreach ministries and projects including Safe Families For Children, Northside Mentoring Program, Anti-Human Trafficking, Prime Timers, and Homeless initiatives.
- Assist the Outreach Pastor in providing administrative support to the above ministries and ministry teams.
- Assist the Outreach Pastor in managing email groups for various ministries, including subscriber lists for a monthly STOP Human Trafficking newsletter.