



POSITION DESCRIPTION

Administrative Assistant

Reports To: Groups Pastor
Category of Employment: Full-time
Payroll Status: Salary
Office Hours: Minimum of 36 hours per week

The vision statement of Victory Life Church is "to live for the advantage of others".

Position Summary

The Administrative Assistant supports the church staff in the church's day-to-day work. This will be achieved by working together in unity for the benefit of the church members. A heart of serving towards our members is essential.

Expectations

1. A growing believer who consistently depends on Jesus Christ.
2. Setting appropriate boundaries to protect character and integrity.
3. Engages in regular and ongoing accountability relationships.
4. Recognizes that our work is important and deserves our very best.
5. A self-starter who can initiate, implement, manage, and evaluate plans, actions, and events.
6. Expert in relationship development and coaching.

Core Competencies:

Emotional Intelligence	People Management	Humility	Communication	Commitment	Problem-Solving
• Creates an atmosphere of joy that leads to high performance • Quick recovery time when emotions are set off	• Identifies unique skills in others and empowers them to take responsibility for their ministry.	• Models humility by seeking accountability through feedback loops	• Evaluates effectiveness of communication in ministry. • Communicates new ideas through proper channels, in appropriately expanding circles.	• Committed to living out, communicating, and holding others accountable to executing the long-term vision set by the Elders	• Provides solutions for current issues, and holds others accountable to implement those solutions. • Also forecasts potential future problems and creates solutions for those.

Duties and Responsibilities

1. Specific duties and responsibilities:

General

- Support and adhere to the Victory Life Church Staff Policies and Procedures Handbook.
- Be an active and participating member of Victory Life Church.

Office Management

- Open and close the church office during scheduled office hours.
- Serve as the first point of contact by answering calls, welcoming guests, providing information about ministries, services, and special events, taking messages, and connecting people with the appropriate staff or ministry support.
- Handle daily mail: sort incoming mail and deliver it to the appropriate minister's office or the workroom, send outgoing mail, and sign for and distribute packages to staff.
- Manage office inventory and keep the front office, workroom, and kitchen clean, organized, and stocked.
- Order and manage supplies for the office, coffee bar, and church events.
- Track expenditures within the approved budget.
- Coordinate equipment maintenance, including arranging service for printers, the postage machine, and other office devices.
- Prepare workspaces for new staff by cleaning and setting up their office and ordering the equipment and supplies they need.

Care Coordination

- Notify the deacons and staff of those who are hospitalized or ill and need a visit and prayer.
- Direct those who come in or call for benevolence assistance, and notify the deacon team.
- Communicate with the deacon funeral team, assist as needed, and send flowers to the family or funeral.
- Assist with scheduling baptisms and coordinate with deacons.

Events, Calendar, and Staff Support

- Assist in organizing and coordinating church events, including managing logistics, coordinating catering, helping decorate, communicating with volunteers and vendors, and ensuring all details are in place for a smooth and successful experience.
- Help to monitor the church calendar so events are accurate and up to date.
- Help monitor and update membership records and member profiles in Planning Center.
- Collect new connection cards weekly and execute appropriate follow-up processes.
- Secure conference registrations, hotel reservations, and car rentals for staff travel and guest speakers.
- Prepare necessary documents required for Business Meetings.
- Handle the renting of buildings and spaces, receipt of money, church calendar data input, and communicate to facilities staff.
- Handle communication and calendar entry for all Trailblazer and deacon events.
- Provide additional office and administrative support to church staff as needed.

Minimum Qualifications

1. **Knowledge, skills, and gifts:** Enjoys teamwork, can lead teams, and takes personal initiative. Ability to protect the confidentiality of information. Demonstrates good written and verbal communication skills, and strong organizational skills. Possesses a strong heart for service. Establishes and maintains good interpersonal relationships with the church body and church staff. Computer knowledge, experience, and proficiency with common office applications including Google Drive, Excel, and Planning Center.
2. **Experience/Education:** High School graduate, BA or BS undergraduate degree, and 5 years of experience.
3. **Physical Demands:** May be called upon for lifting, pulling, bending, carrying, and pushing as needed and appropriate to set up activities and events related to ministry.

This position description is not intended to be all-inclusive of every duty and responsibility required of this position.