

Job Title: Administrative Assistant, Global Outreach
Reports to: Global Outreach Pastor
Local Missions Director

Program: Global Outreach
Effective Date: 9/1/2024

Job Summary:

The Administrative Assistant, Global Outreach's primary job is to support the Global Outreach Pastor and Community Missions Director and ministry programs by providing general administrative support through a variety of projects and tasks as outlined below. This role involves performing a variety of tasks to ensure efficient and smooth day-to-day operations.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

1. Communication
 - a. Welcomes and directs visitors and staff and supports reception duties.
 - b. Serves as a point of contact for staff and congregants.
 - c. Answers and transfers phone calls, screening when necessary.
 - d. Responds to and resolves administrative inquiries and questions.
 - e. Composes, edits, and sends communications on behalf of the ministry.
 - f. As directed, prepares and distributes internal communications and announcements.
 - g. Works with Communications department for promotional requests for events, programs, and meetings.
2. Records
 - a. Organizes and maintains electronic and hard copy files, ensuring confidentiality and security of sensitive information.
 - b. Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
 - c. Record and distribute minutes, prepare other records for meetings, events, and programs.
 - d. Provides data entry in F1, Planning Center, and other software applications.
3. Planning and Scheduling
 - a. Coordinates and schedules meetings, travel, appointments, and staff activities.
 - b. Reserves rooms, prepares agendas completes set-up requests, and schedules security and AV for meetings and programs for meetings.
 - c. Assists with event planning, including procurement of supplies, food, and materials.
4. Provides CityRise Program Support
 - a. Assists with hosting meetings and events.
 - b. Oversees Global Outreach office operations, including efficient office workflow, properly functioning equipment, and general organization.
 - c. Assists in orienting and training new CityRise administrative and other staff who work with Global Outreach or other programs.
 - d. Coordinates and submits payroll information for designated personnel and contract workers.
 - e. Assists Global Outreach Pastor and Community Missions Director with maintenance of financial documentation and budget tracking processes.

5. Support the Global Outreach Pastor and Community Missions Director with:
- Assists with calendar management, ensuring optimal time management.
 - Schedule appointments and meetings.
 - Prepares and edits documents, reports and presentations.
 - Maintains and manages the reimbursement process and documentation.
 - Supports the preparation, editing, and ensuring accuracy of shared calendars and procedures.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

High school diploma or equivalent.

Bachelor's degree preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift objects weighing up to 10 pounds at times.

Work Location:

Work is performed 100% on-site.

Employee Printed Name

Employee Signature

Date