

MINISTERIAL ADMINISTRATIVE ASSISTANT, NICEVILLE CAMPUS

Position Title:	Ministerial Administrative Assistant (Full-Time, Non-Exempt Position)
Date:	June 2022
Supervisor:	Campus Pastor and Associate Campus Pastor, Niceville Campus
Purpose:	Provide a high level of professional assistance to the Niceville Campus Pastor and the Niceville Associate Campus Pastor. Exercise a strong degree of confidentiality, promote the embodiment of the church mission and be a representative of the church to the public.

PRIMARY DUTIES:

1. Maintain appointments and calendars.
2. Manage incoming phone calls, email, and mail.
3. Provide administrative duties as needed and directed by Campus and Associate Campus Pastors.
4. Attend scheduled meetings per the direction of Campus and Associate Campus Pastors.
5. Train and work with volunteers as needed
6. Specific for the Associate Campus Pastor
 - a. Assist in follow up for First Time Guests
 - b. Assist in preparing and support Discover Crosspoint
 - c. Assist in follow up of Discover Crosspoint attendees
 - d. Schedule Baptisms and Joinings
 - e. Assist in follow up of Baptisms and Joinings
 - f. Oversee worship attendance
7. Reports: prepare weekly or as needed
 - a. Absentee members
 - b. Financial Reports for first time givers
 - c. Returning and non-returning members, constituents, and prospects
8. Work with Campus Pastor and Associate Campus Pastor of follow up of items in #7
9. Maintain church database: add new prospects, update current records for membership
10. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Skillful office administrator.
2. Problem solver
3. A self-starter who can multi-task and prioritize work load.
4. Outstanding telephone etiquette.
5. Excellent written communication skills.
6. Ability to get along with people of all backgrounds, beliefs and personality styles.
7. A consummate team player.
8. Proficient computer skills in all Microsoft Office programs.
9. Ability to quickly learn new computer programs.
10. Professional confidentiality ethic.

KEY PERFORMANCE MEASUREMENTS:

1. Creating a healthy and inviting atmosphere.
2. Improvement and simplified administrative processes in order to support Pastors.
3. Increased skill level with computer software.
4. Communication is accessible and well received.

CONTINUING EDUCATION DESIRED:

Seminars, workshops and conferences as needed