

# Fellowship Job Profile

## Assistant to Ministries

This person should be naturally detail-oriented, solution-minded, tech savvy, loves people, and resourceful when solving problems. This position requires a steady hand, a curious mind, and a faithful heart as we continue to improve administrative and operational processes across the organization.

### Primary Responsibilities

- **General administrative coordination**
  - Coordinate tasks, manage timelines, and gather information relating to administrative deliverables for the various teams of Fellowship.
  - Support the online front-desk experience via email and phone for various teams.
- **Maintain database involvement with pastoral team**
  - Assist teams with pastoral care and follow up via the database.
  - Assist teams with iPad usage for attendance, registrations, and other tasks assigned.
  - Assist team leaders with group rosters, volunteer application processes, building and executing registrations and other administrative needs orchestrated through the database.
- **Office supplies coordination**
  - Order and organize supplies as it relates to the office and reception area.
- **All other tasks as assigned by the Ministry Team**

### Qualifications

- **Personal**
  - Spiritually mature with high emotional intelligence
  - Commitment to quality and excellence
  - Positive, can-do attitude
  - Detail-oriented, adaptable, and takes initiative
  - Problem solver.
  - Independent worker, self-starter
  - Intuitive—connect the dots
- **Professional**
  - Project management
  - Active and effective learner of various softwares such as Microsoft Word, Excel, Google Suite, Mac OS, and all other platforms as assigned
  - Cloud based database experience (preferred)
  - Ability to accomplish tasks and value people at the same time
  - Bachelor's Degree or equivalent experience required

## Hours and Expectations

- **Full Time Hours**
  - Sundays-Thursdays
- **This hybrid position** reports to the **Pastor to Ministries** while working closely with other ministry assistants and coordinators

## Compensation

\$18 and hour