



Job Description: Administrative Assistant

Department: Office
Reports to: Office Manager
Exemption Status: Non-Exempt

JOB SUMMARY

Supports and assists the Community & Outreach Director in all aspects related to short-term mission trips and outreach projects. Reports directly to the Office Manager and assists in completing all clerical/secretarial projects necessary to aid in the day-to-day operations of the church.

ESSENTIAL FUNCTIONS

Mission Trips

- Weekly Team Meetings
- Set-up Events, Groups, Programs in MP for trips and meetings
- Set-up and manage short term mission trips in Focus Missions software
- Correspond with mission organizations
- Assist in maintaining monthly registration fundraising revenue and expenses
- Coordinate and attend monthly Mission Meetings (2nd Tues.)
- Assist trip leader in collecting trip paperwork and funds
- Update manuals/applications for each trip and distribute to those interested
- Create luggage tags, make copies of travel paperwork, create schedule for Pastor Chris and team
- Run background checks for all attending trips
- Coordinate with Waymaker to include students
- Create Monthly Missions overview for Communications Department to publish online and/or during services to bring awareness to congregation
- Coordinate with Fundraising Dream Team about weekly sign-ups for fundraising during Car Cruise season (May-September)

Outreach Dream Team (ongoing)

- Weekly Team Meeting
- Data entry of opportunities submitted through online form
- Follow approval path for submitted opportunities and edit accordingly to go live on website every week
- Attend monthly leader meetings and take notes to send out afterward
- Correspond with all subcommittee leaders on a regular basis
- Create publications and distribute as needed
- Schedule and assist with meetings, planning, and materials needed
- Maintain supply of T-shirts for monthly weekend projects
- Assist with onboarding of DT and those serving
- Attend monthly Outreach Leadership Dream Team meeting (2nd Sunday)

Outreach and Activity Small Group Hub (ongoing)

- Confirm approval of new groups
- Edit small group description in MP for accuracy and make necessary entries to cause group to launch on website
- Schedule and set up rooms, equipment, service (as needed) for onsite groups
- Troubleshoot issues as they arise through communicating with Hub Leaders
- Stock supply of books and mini-books & distribute for Mission training SGs

Serve Day (July)

- Attend planning meetings with Community & Outreach Director and creative dept.
- Order Serve Day T-shirts each year
- Work with Creative Department to secure communication, promotion, and app set-up
- Campaign and manage Serve Day Platform (App)
- Oversee submissions and approve projects
- Assign leaders and coaches to projects; provide leadership training as needed
- Manage MP Events, sign ups and mass emails to be scheduled
- Create and update projects and leaders' spreadsheet
- Order supplies needed for each project through Cognito form
- Schedule/Plan/Run Project Leader Meeting weekend before Serve Day
- Take all incoming calls, emails, and questions regarding Serve Day and registration, project submission, etc.

Car Cruise (May-September)

- Reservation of all areas of church, equipment, and group upkeep in MP
- Weekly printing of 1,000-2,000 bulletins
- Weekly staff emails and signage about parking

Rotational Items

- Receptionist Coverage / lunch, prayer, staff teaching, vacation, etc.

JOB REQUIREMENTS AND BENEFITS

Education & Experience Required

High school graduate

At least two years of experience in relevant administrative work

Word, Excel, and Outlook

Successfully pass a background check

Time Requirements

- 40 hours / week
- Basic schedule:
 - Monday through Friday from 8:00 a.m. – 4:30 p.m.
 - **At times evening and weekend hours are required for events
 - ½ hour lunch (unpaid)

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.