

July 20, 2017

Position Description: Administrative Assistant

Restoration's Vision and Mission: To bring hope to a hurting world by restoring hope with God, with people and with what's broken in the world.

Position Summary: The administrative assistant at Restoration Covenant Church is the bedrock that supports the pastor and leaders by maintaining and facilitating the access to church resources, facilities, calendars and ministry teams. This person represents Restoration's mission to everyone who contacts the church's Ministry Center and provides a conduit for having needs met.

Hours: 4 days per week totaling 20 hours per week

Reports to: Senior Pastor

Required Qualifications and Competencies

- Strong and growing relationship with Jesus Christ
- Support of the vision, mission and values of Restoration Covenant Church
- Proficiency with computer programs (MS Word, Excel, PowerPoint), email, and cloud computing
- Attention to detail
- Excellent time management skills
- Organized
- Self-starter
- Independent worker
- Resourceful
- Excellent communication skills
- Adaptable
- Ability to multi-task
- Discerning
- Discreet
- Excellent interpersonal skills
- Ability to anticipate needs

Preferred Qualifications

- Administrative experience in a church or non-profit organization
- Proficiency with social media and website posting and maintenance

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Responsibilities and Tasks

- Manage the pastor's calendar and meeting priorities; Schedule meetings and phone calls when requested
- Greet visitors to the Ministry Center during office hours
- Read, respond to and/or take appropriate action on mail and email
- Answer phone calls and take appropriate action or forward calls to appropriate resource
- Serve as primary contact for staff, vendors, and others regarding inquiries about church administration and activities
- Create, print and prepare weekly Sunday worship folder
- Maintain working knowledge of and ability to navigate the church software systems, databases and networks
- Maintain and update databases and shared documents for the pastor, leaders and ministry teams
- Collaborate with Strategic Coordinator to process requests for access to software systems, databases and networks
- Collaborate with Strategic Coordinator to schedule staff and ministry team meetings
- Collaborate with Communications Coordinator to create, print, publish, distribute communications including weekly email newsletter, online and social media sites
- Have a working knowledge of the church budget and financial reporting processes
- Manage access to and usage of the church and pastor's credit cards
- Collaborate with the Facilities Officer to manage requests for and use of the Ministry Center
- Order supplies and communicate facilities needs to the Facilities Officer
- Maintain Google calendar of church-wide events
- Collaborate with the HR Liaison to provide new-hire onboarding which includes background checks, payroll forms, benefits, safe-ministry online training, access to forms and resources, and instruction on office procedures
- Respond to ad hoc requests made by the pastor

Interested applicants are encouraged to submit the following items to the HR Liaison, Christa Young, at christayoung@restorationcov.org or 7707 147th St W, Apple Valley, MN 55124:

- Cover letter
- Resume
- Conversion testimony - briefly share how you came to understand and accept the grace of Jesus Christ and your decision to follow Him.

The position will remain open until filled.
Updates at <http://www.restorationcov.org/jobopenings>.