

JOB DESCRIPTION



JOB TITLE: HV Campus Admin Assistant

DEPARTMENT: Happy Valley Campus

DIRECT REPORT: Campus Pastor

EMPLOYEE STATUS: Part-time (25 hrs. per week M-Th)

I. PURPOSE OF THE JOB

- Works with the Campus Pastor and Campus Team to provide administrative support in a variety of areas.

II. EXPERIENCE AND PRACTICES

- This role requires maintaining a high degree of grace, responsibility, and confidentiality
- Must be administrative with a love for the church, people, and a desire to see ALC's mission fulfilled
- Good knowledge and use of office, computer, and communication equipment
- Demonstrated proficiency of programs such as Word, PowerPoint, Excel, and database management
- Attention to detail; organization skills, ability to prioritize, work well under pressure and maintain confidential information in a discreet manner
- Ability to communicate effectively orally and in writing
- Use of good judgement in non-routine matters

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Supports the Serve Application process to ensure volunteers get connected
- Supports the Campus Pastor with communication, appointment scheduling, reports, etc.
- Admin Support: works with the database, material printing, baptism follow-up, Discover ALC, and Outreach initiatives
- Supports HV Life Group Ministry: sets up groups online and assists with collecting group reports
- Coordinates with central teams to support seasonal events and ministries such as the Tree Lighting, Easter Egg Hunt, and Summer Events
- Helps the Campus Pastor support the Adopt-A-Family volunteer team with administrative tasks
- Communication: assists the Campus Pastor and Campus Team with emails, phone calls, letters, campus specific communication and announcements
- Works with the Campus Pastor and Communication Team on campus activity promotion
- Assists with Reception coverage
- Sets up mid-week campus volunteers with projects

IV. ATTRIBUTES

- A vibrant, growing relationship with Jesus
- Strong Administrative Skills
- Leadership and team-building skills
- Positive and faith-filled attitude
- Heart of a servant
- Fun/enjoyable
- Faithful
- Must share the vision/mission of ALC to fulfill the Great Commission with integrity and passion

V. COACHING RESPONSIBILITIES

- Work with the Campus Pastor, the Campus Team and volunteers