



## Job Description

<b>Title</b>	Adult Ministry Administrative Assistant	<b>Status</b>	Full time non-exempt
<b>Department</b>	Adult Ministry	<b>Reports to</b>	Executive Pastor of Adult Ministries

### POSITION PURPOSE

Assist the Adult Ministry team with implementing the vision of the church through ministry events, groups, community partnerships, congregational relationships in order to fulfill Hope Lutheran's mission "to encourage all people to know the love of Christ."

### POSITION RESPONSIBILITIES

1. Ministry Support
  - Serve as administrative assistant to the Executive Pastor of Adult Ministries
    - Assist with the new member process and new member gathering administration
    - Serve as administrative support for ministry meetings
    - Meet regularly one on one with executive pastor
  - Provide administrative support to adult, men, and women's ministry
    - Manage ministry communication needs
    - Coordinate on-site and offsite Hope Events and third-party events for adults
    - Oversee the bible study process including the inventory and checkout system
    - Assist the adult ministry team to recruit, coordinate, train and thank volunteers
    - Oversee small group opportunities
    - Order supplies for events, bible studies, small groups while maintaining a budget
    - Coordinate and attend team meetings as requested/needed
    - Assist with basic administrative duties: printing, copying, labeling, data entry
2. Office Administration
  - Receive and disseminate incoming calls, mail, packages and messages and reply to email and messages as appropriate
  - Greet and assist visitors and guests entering office
  - Provide daily office coverage and back up administrative office staff
3. Other Duties
  - Serve on the Arena team and attend monthly meetings
  - Back-up the HopeCare Administrative Assistant
  - Other duties as assigned

### REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran Church and participation in the life of the congregation
- ❖ Must have excellent communication and organizational skills, and accurate record keeping ability
- ❖ Proven ability to function effectively in an environment of changing priorities and frequent interruptions
- ❖ Team oriented, reliable self-starter, and possess a positive attitude.
- ❖ Extensive knowledge of Microsoft Office products, familiar with database maintenance and use

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated: February 2020