



Position Title: Local Outreach Admin Assistant Position Scope: Part-Time/20 hours a week (providing support for certain evening/weekend events; Imagine, The Serve Project) Position Status: Non-exempt		Reports To: Pastor of Local Outreach Department: Local Outreach Date: August 1st, 2018	
Ministry Vision:			
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE			
Ministry Responsibilities:			
To work on the administrative functions of the Local Outreach ministry assisting in the day-to-day operations and providing direct support to the Local Outreach team.			
Key Duties:			
	Description		% Time
	Vision and Strategic Development. Participates with the Local Outreach team in planning, developing, and implementing improvement and growth in ministry.		5
	Leadership Development. Works with Local Outreach staff. Creates, updates and manages Local Outreach Volunteer Databases and assists ministry partners.		5
	Ministry Support. Works with Local Outreach staff. Creates, updates and manages Local Outreach Databases.		30
	Administrative Responsibilities. Work in all departmental administration to include, but not limited to, answering and screening phone calls and emails - maintaining calendars - communicating with volunteers and potential volunteers - typing - database input - copying - purchasing supplies - assisting in the creation and ongoing maintenance of volunteer schedules and online sign up software - paying bills/departmental accounting		60



Supervisory Responsibility: None at this time

Required Core Competencies

Written Communication

Writes clearly and succinctly in variety of communication settings.

Action Oriented

Enjoys working hard, full of energy for challenges, seizes opportunities.

Approachability

Easy to approach and talk to, puts others at ease, pleasant and gracious.

Priority Setting

Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.

Learning on the Fly

Experiments and tries new solutions, enjoys challenge of unfamiliar task.

Time Management

Values time, uses effectively, concentrates efforts on important priorities.

PREFERRED QUALIFICATIONS

Minimum relevant experience: Technologically proficient (pertinent software). Problem solving. Strong written and oral communication skills.

Education: High School Diploma. Bachelor's degree preferred

Ideal Knowledge Areas: Microsoft suite (excel, word, 365 planning, etc) , accounting competence, database competency

Reviewed by:

Date:

Approved by: Luke Hensleigh

Date: August 1st, 2018

Date Revised: