



**Administrative Assistant--
Foundations & Outreach**
Job Description

Individual:

FLSA Classification: Non-Exempt

Accountable to: J.D. Holt, Pastor of Ministries

Work schedule: Up to 20 hours per week. Monday-Thursday; 9:00 a.m.-2:00 p.m.

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: To provide organizational and administrative support for Foundations, Outreach, and oversee the administration of the Fellowship church management software system.

Essential Functions:

Core

- Responsible for providing administrative and organizational support to the assigned ministries.
- Demonstrate key abilities in managing and improving the use of FBCLink, our church database.
- Provide strategic reports for analysis and application.
- Create and implement process queues for the ministries through FBCLink.
- Train ministry staff and volunteers in the use of FBCLink.
- Maintain confidentiality and privacy with matters concerning the church, individuals, and other information learned while performing church matters.
- Communicate efficiently in verbal, written, and body language to represent FBC positively.
- Ensure communications are available in multiple formats (verbal, print, chart) to verify all parties have the same understanding.
- Work collaboratively with Fellowship staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of Fellowship.

Administration

- Schedule special events and projects.
- Provide administrative support for the ministries including, but not limited to, events, appointments, trainings, materials, and communications (web, social media, etc.).
- Prepare reports, slide presentations, and other media as needed.
- Other assignments as requested by church leadership.

Qualifications, Skills, and Abilities:

- Exercise a high degree of expertise in computer applications such as Microsoft office suite, word processing, spreadsheets, presentations, and database, including Google applications.
- Required to exercise creativity and sound judgment without close supervision.
- Ability to prioritize and manage work to effectively and efficiently accomplish tasks with excellence.
- Proficient use of the English language.
- Commit to personal growth.
- A commitment to the local church expressed through involvement.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.



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Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on projects.
- Read documents and work for extended periods of time on the computer.

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of involvement.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. As a part-time position, no benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) are available. Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any and all reasons not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name