



**Administrative Assistant  
Outreach**  
*Job Description*

Individual: FLSA Classification: Non-Exempt  
Accountable to: Jeremy Wynne, Outreach Pastor

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 the Outreach team

Values for Position:

Follow Through – This individual must be able to accomplish tasks assigned and work through challenges as they arise.

Proactive – This individual should not wait on tasks to be given but work ahead on tasks or solutions before being asked. Be prepared to give recommendations of ways to accomplish goals more effectively.

Team Player – As Fellowship Bible Church grows we must remain vigilant as a staff and church to be excellent team players with each other and those we partner with. This individual must be willing to work through conflict and keep short accounts with others.

Learner –Systems and programs will constantly need to be developed and improved upon and this individual must be willing to continue to increase their skills and knowledge. Areas of development could be anything from technology, interpersonal skills, time management etc. Ways to continue learning is through books, trainings, conferences, coaching and webinars.

Essential Functions:

Core

- Responsible for providing administrative and organizational support for the Outreach Team.
- 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 for Outreach Team

- Submits requests and coordinates room reservations for all outreach events.
- Coordinates all printed outreach material requests with communications director and atrium sign ups.
- Coordinates any unresolved financial issues with financial assistant. Point of contact for outreach financial questions.
- Maintains and coordinate global team info, bookings and finances for teams traveling globally.
- Makes sure outreach information is current on all website and social media platforms.

- Available to develop other forms, spreadsheets or other administrative systems for outreach team as needed.
- Oversees all outreach forms or items associated with CCB.
- Attends foundations meeting on Tuesdays
- 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 Outreach team members.

Administration for Outreach Pastor:

- Receives and screens all outreach pastor voicemails.
- Receives and screens all paper mail in mailbox.
- Has access to and screens through Outreach Pastor's FBC emails and develops a system for what OP needs to read or respond to. Also archives emails once completed.
- Has access to and can coordinate Outreach Pastor schedule for selected times and openings to have meetings.
- Coordinates and sends out ongoing communication and emails for outreach events such as prayer nights and GO team meetings.
- Is available to help develop or print any other forms or printed materials or sheets that the Outreach Pastor may need.
- Meets with OP weekly.
- Helps OP coordinate Sharefest
- Books and plans Jeremy's global trips.
- Available to purchase items or run errands for OP.

Qualifications, Skills, and Abilities:

- Exercise proficiency 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 accomplishing 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.

Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 30 lbs.
- Sit or stand for long periods of time.



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- Focus intently on projects.
- Read documents and work for extended periods of time on the computer.

**Work Environment:**

Fellowship 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). Fellowship 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 (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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name