

Timberline Church

Job Description

Job Title: Timberline Old Town and Young Adults Administrative Assistant

Reports To: Office Manager (Pay Supervisor)
TOT Pastor and Associate Pastor (Work Supervisors)
Young Adults Director (Work Supervisor)

Direct Reports: N/A

Effective Date: August 2019

Summary

Timberline Church is one church, three campuses. The Timberline Old Town/Everyday Joe's and Young Adults Ministries Administrative Assistant position is a true reflection of that piece of Timberline DNA - working equally across two campuses (Timberline Road and Timberline Old Town) with a learned understanding of the visions of each department. The Administrative Assistant will provide key help in furthering those visions by directly assisting the Timberline Old Town and Young Adults directors, pastors, and volunteers in goal-setting, planning, execution, and follow-through involving all activities, trips, weekly events, and daily routines.

Duties & Responsibilities

The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Student Ministries Administrative Assistant.

- Office Management
 - Field all incoming phone calls and emails for Young Adults Ministries
 - Assist in the management of the Pastors' and Director's calendars and appointments
 - Catalog and code receipts for all TOT and Young Adults Ministries credit cards, reconcile monthly statements, and update budget spreadsheets
 - Produce mailing labels/mail merge documents as required
 - Manage internal and external communications needs
 - Oversee departmental spending and work with the Accounting team to process receipts, reimbursements, check requests, deposits and budgeting spreadsheets
 - Maintain filing systems
- Volunteer Support
 - Become a point of contact for any volunteer leaders
 - Coordinate scheduling of meetings with Volunteers/ Directors
 - Engage, equip and encourage volunteers to serve
- Event Planning
 - Assist in planning events/retreats/mission trips
 - Assist with all aspects of promoting events, including development of brochures, posters, fliers etc.
 - Oversee the purchase and prep of food for meetings, retreats and special events
 - Reserve rooms and equipment for weekly and special events
 - Contact and reserve necessary venues and travel means for all trips
 - Follow the process for planning and advertising the event throughout the church by contacting Graphics/Communications, Facilities, Print Shop by the required deadlines

- Schedule and attend planning meetings with volunteers and staff as needed
- Gather and purchase supplies
- Department Related Tasks
 - Manage volunteers in church database for department/ministries including updating personal information, childcare approval status, ministry position and communication settings
 - Manage and create content for social media and web
 - Assist in planning and maintaining yearly budgets
 - Compose and edit emails to leaders and ministry attendees
 - Keep the ministry closets organized and clean
 - Assist with Everyday Joe's inventory and supply shopping
 - Coordination and logistical work in Planning Center Online for Timberline Old Town Worship Team
- Meetings to be involved in
 - Attend and participate in a monthly Office Administrative Team meeting and quarterly team building events
 - Attend weekly Staff Chapel
 - Attend TOT Shepherd Team monthly meeting (during non-regular work hours)
 - Other meetings as requested
- Abide by the Timberline Church Ministry Covenant
- Other duties as assigned

Skills and Experience:

- Intermediate skills in Microsoft Office Suite are required
- Solid database experience is required, Community Church Builder (CCB) experience is preferred
- Planning Center Online and ProPresenter experience would be a plus
- Social media management experience is desired (Facebook/Twitter/Instagram)
- Strong PC skills and experience in a network environment are required
- Exceptional written and verbal communication skills
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment
- Must be proactive and detail oriented
- Experience working with, engaging and equipping volunteers is desired, but not required

This is a regular, half-time (20 hour/week) position.