

Position: Campus Administrative Assistant
Reports to: Campus Pastor
Classification: Full-Time
Supervises: Serve Staff

Purpose

To provide administrative support for the ministry of a The Church of Eleven22 multisite location.

Job Requirements/Experience

- 3+ years of administrative assistant experience to include supporting executive level leaders
- Associate's degree desirable

Required Competencies and Skills

- Strong working knowledge of Microsoft office products (Outlook, Word, Powerpoint, Excel)
- Ability to work with database information (CCB)
- Knowledge of standard office administrative practices and procedures
- Ability to interact effectively with individuals at all levels within and outside of the Church in a professional and confidential manner
- Ability to think strategically and offer solutions in addition to executing requests
- Ability to perform several tasks concurrently with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Ability to develop priorities with the right balance of short and long-term wins
- Communicate and coordinate with ministry coordinators and administrative team regarding team priorities and deliverables

Key Responsibilities

- Directly manages administrative details of the Campus Pastor.
- Assist in the coordination of ministry areas in regards to the delivery of ministry at your multisite location.
- Manage all communication and integration among team members, congregation members, and community to ensure high levels of touch, effectiveness, collaboration and follow through; includes e-mail follow up, written and verbal communication
- Coordinate ministry initiatives, MAPS (Ministry Action Plans), ministry budget, and daily tasks of multisite ministry area as directed by Campus Pastor.

- Assist in coordinating, planning, and executing the hospitality initiatives for events at the campus including but not limited to weekend services, Discover Eleven22, Covenant Membership, etc.
- Model discipleship by making disciple making disciples

Measurements of Success

- Model The Church of Eleven22's vision, mission, and core values.