



ChaseOaksChurch

Job Description

Job Title: Administrative Assistant
Team: Student Ministry

SUMMARY:

The Student Ministry Administrative Assistant provides part-time administrative support to Student Ministries. In addition, this role facilitates all the details to ensure effective ministry goals, and specializes in areas unique to the Student Ministry Team.

STUDENT MINISTRY SPECIFIC DUTIES AND RESPONSIBILITIES:

Duties and Responsibilities

- Provides general support for Student Ministry Staff
- Arena – communication with students and parents, group emails, promotions, weekly attendance
- Ensures that background checks are completed in a timely manner and tagged in Arena
- Processes receipts, check requests, payments and deposits for all of Student Ministry
- Event U – Reserves rooms, sets up event registrations and approves 201 building usage
- Coordinate details for Weekly Programming – printing, handouts, emails
- Student Ministry Events – Camp, Mission Trip, Back-to-School, Fall Retreat, Service Projects, Sr. Banquet. Coordinate details and perform functions connected with events
- Work with volunteer administrative leaders
- Attend weekly and monthly meetings as required (Staff Prayer, Staff Meeting, Weekly with supervisor, Production, Admin)
- Attend summer camp

CHASE OAKS ADMINISTRATIVE ASSISTANT ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Customer Service – Screen incoming calls and, as appropriate, provide requested information, take messages or redirect inquiries. Make phone calls as requested.
- Correspondence – process correspondence including mail, email, faxes, etc.
- Meetings / Events – Set-up and coordination as called upon
- Arena/Shelby – Process purchase orders in Arena for expense reimbursement and prepare deposits for ministry area.
- Data Entry – Maintain accurate and current records in Arena and other databases.
- Event U – Reserve room and resources in Event U.
- Organization of ministry files and resources.
- Support HR Director (Office Manager) as needed (admin team, rotating phone duty, special projects, training, etc.)
- Attend required meetings.
- Perform miscellaneous job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory responsibilities.

ESSENTIAL SKILLS & QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have excellent communication / customer service skills and be able to interface with the Student Ministry Team and Chase Oaks staff
- Excellent organizational skills / proactive / able to manage time wisely
- High attention to detail / able to multi-task
- Able to utilize volunteers to accomplish specific tasks
- Dependable / Adaptable / Sense of humor
- Energetic/ able to handle a fast-pace working environment
- Represents Chase Oaks in a positive and constructive manner

EDUCATION and/or EXPERIENCE:

Education: Minimum of high school diploma or equivalency; college degree preferred.

Experience: Minimum 2+ years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to speak effectively and understandably on the phone. The ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries is also required. High attention to customer service.

COMPUTER SKILLS:

Strong PC & MAC Skills

Data Entry skill & experience a must

Familiarity with Databases

Ability to design and produce print media a plus

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.