

Job Description – Grace Commons Church

JOB TITLE: Ministry Support Team – Adult Ministries *This is a part-time non-exempt position.*

REPORTS TO: Ministry Support Team Lead

POSITION RATIONALE: The individual in this position provides administrative support to the Director of Discipleship and Community. This position also offers administrative and programmatic support to a variety of young adult and adult ministries including University, Discipleship and Community, Women's, Men's, ROOTS (55+) and Equipping. Because this position is a member of the Ministry Support Team, this individual is expected to complete assignments and manage projects for ministries in addition to those noted above.

ATTRIBUTES NECESSARY FOR SUCCESS IN THIS POSITION:

- Love Jesus and what we are doing at Grace Commons to honor God's call for our church
- Bring a heart to serve and a willingness to do "whatever it takes" to accomplish a task
- Offer the gift of hospitality
- Be an effective listener
- Demonstrate an eagerness to learn and a willingness to graciously accept coaching and correction
- Display resolution-oriented behavior
- Take initiative to pursue the big picture on your own while simultaneously attending to necessary details
- Ask good questions
- Exhibit effective organizational and time management skills
- Show competency as a multi-tasker and a willingness to be flexible and adaptable to changing conditions
- Work as a team player
- Exercise confidentiality and discretion when dealing with sensitive matters

REQUIRED COMPETENCIES:

- Proficiency in Word, Excel, PowerPoint, Publisher
- Basic understanding of working with and managing a data base
- Experience using various communication tools including mass email production and social media posting
- Experience with program support including developing marketing pieces, creating forms and managing registration, preparing program materials
- Professional level writing and proofreading skills

EXPECTATIONS:

- Work 75% of your hours on site at church
- Attend weekly Ministry Support Team meetings and all-staff meetings
- Staff the front desk two afternoons a week
- Participate in all-church events which may occur during evenings or on weekends
- Work outside of your key ministry assignments as dictated by the workload across the Ministry Support Team
- Recruit and facilitate the work of volunteers
- Take kitchen training

Reviewed by Employee: _____
Signature

Supervisor _____
Signature

Date: _____

NOTE: This job description is not intended to be all-inclusive. Employee may be asked to perform other related duties to meet the ongoing needs of the organization.