



Job Description

Title: Administrative Assistant
Reports To: Executive Pastor
FLSA Status: Non-Exempt
Prepared By: Craig Miles
Hours per week: up to 29 hours

Ministry: Miles team
Classification Grade: T-2
Approved By: Human Resources
Approved Date: 01/31/2019

Essential Organizational Core Values

- **As an Individual Leader:** The Administrative Assistant is responsible to live out RLM's Organizational Core Values and 7 Ministry Essentials personally as well as ensure that the Miles Team administrative ministry embodies these said values and essentials. Responsible for the effective execution of the essential job functions of this role as detailed below.
- **As a Team Member on the Miles Team and RLM Staff Team:** The Administrative Assistant has a responsibility to collaborate as a team member on both the Miles Team and the RLM Staff Team as a whole to accomplish campus-specific objectives and goals as well as church wide objectives and goals. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

The Administrative Coordinator performs a variety of administrative duties necessary to help run the Worship Arts/Missions/Online campus ministries efficiently. He/she serves as an information and communication administrator, plans and schedules meetings and appointments; organizes and maintains paper and electronic files; manages projects; conducts research; and disseminates information by using the telephone, mail services, web sites and email. He/she acts as the first contact for anyone to these ministries, whether in person, by phone or electronic means. This position serves as a member of the Miles Team.

1. Primary Responsibilities (60%)

- Support each of the Worship Arts/Missions/Online campus Staff in their ministry's administrative needs.
 - Readily available and approachable with ministry needs throughout any given day.
 - Produces requested materials, projects, and publications in a timely manner.
 - Proficient in proof reading & editing communication material in order to help staff, ministries, and campus be professional.
 - Provides extra administrative support for ministry-specific events (e.g. Team Meetings, Guild)
 - Processing monthly ministry credit card statements for each staff member
 - Running errands for ministry supplies as needed (e.g. Staples, Costco)
- Professionally greet people on the phone or in person, understanding the need to help the individual personally or funnel them to the appropriate staff member.
- Organizes and maintains filing system and other records.
- Coordinates and arranges meetings and appointments.
- Creates spreadsheets, reports and documents, and manages databases - Rock.
- Creates and prepares outgoing mail (e.g. flyers, postcards, e-mails)

- Assure discreet handling of all sensitive information regarding personnel, volunteers, and RLM overall.
- Creates online registration, updates graphics and content for website.
- Continually be investing in personal leadership development by continuing to grow their own abilities and skills.
- Coordinates with staff among RLM campuses to ensure unity, alignment, and overall function between campuses according to ministry philosophy.

2. Team Function (10%)

- The Miles Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in Miles Team meetings and discussions.

3. RLM Staff Relations (5%)

- Ability to think critically, systematically and collaboratively with the Miles Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the other campuses.
- When another team member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.

4. Personal Ministry (20%)

- Responsible for having, and living out, a Personal Ministry Plan
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.

5. Miscellaneous (5%)

- Work with Congregation in a way that glorifies God
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance)
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a godly way
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, etc.)

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering - Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Request form and turn it into HR.

Employee Name: _____

Employee Signature _____

_____ Date _____