

Vineyard Columbus Position Description

Title: Administrative Assistant

Reporting Relationship: Pastor, Volunteer and Value Life Ministries

Classification: Non-Exempt, Fulltime

Department: Volunteer and Value Life

Spiritual:

- Profess Jesus Christ as Savior and Lord
- Commitment to spiritual growth and a healthy lifestyle
- Model expectations and standards of Vineyard Columbus to staff and church
- Pursue membership at Vineyard Columbus
- Understanding of the vision, mission, and values of Vineyard Columbus

Responsibilities:

- Provide day-to-day support to Pastor of Volunteer and Value Life Ministries
- Prioritize all incoming communication (mail, voicemail, email) and respond as appropriate
- Attend internal and external meetings as required. Prepare and distribute summary notes and/or progress reports as appropriate.
- Schedule and plan internal and external meetings, including preparing meeting materials and coordinating logistics.
- Liaise between pastoral ministries and pastor
- Develop and maintain relationships with outside / outreach organizations.
- Support Pastor's administrative needs:
 - File organization (both hard copy and electronic)
 - Outlook Contacts
 - Process and assist with database data entry and data maintenance requests
- Other duties as determined by Pastor

Skills:

- Interpersonal relations
- Listening
- Detail oriented
- Organizational
- Time management
- Verbal and written communication, including good handwriting
- Computer (especially MS Word, Excel, Power Point, and Outlook)

Education/Experience:

- 2+ years related experience in administrative position
- Previous experience in project oriented environment a plus
- Previous experience in customer service environment a plus

Prepared by: DB
Updated on: 1/2012