

JOB DESCRIPTION

Job Title: Administrative Assistant – Shippensburg Campus

Position Held By:

Employment Status:

Reports To:

Part-Time (20 hours)

Kevin Elworth

Summary of Position:

The assistant to the Shippensburg Campus is responsible for providing critical and strategic assistance to the campus pastor. He/She needs to maintain complete confidentiality, assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the pastor.

Duties & Responsibilities:

The Administrative Assistant will be responsible for the following:

- 1. Correspondence:** The Administrative Assistant will receive and direct telephone calls, mail correspondence, and emails to the campus pastor. Includes the following:
 - Answers telephone calls directed to the campus pastor's office and screen calls as appropriate
 - Ensures that people are helped/served in a friendly and Christ-centered manner
 - Reviews and prioritizes telephone messages
 - Monitor Campus Pastor's emails and respond or forward as directed
- 2. Campus Pastor Appointment Calendar:** The Administrative Assistant will maintain the campus pastor's appointment calendar with the following responsibilities:
 - Make appointments for the campus pastor
 - Enter meetings, conferences, and church-wide activities onto the calendars at the campus pastor's request
- 3. Meeting Preparation:** The Administrative Assistant will assist in meeting preparation, including the following duties:
 - Assist in preparation for meetings
 - Assist with details and prep for pre-marital counseling sessions
- 4. Assistance:** The Administrative Assistant will assist with preparations for weekly services as well as special events.



- Act as Campus Contact for Baptism, Child Dedication, and New Member Class
 - Assist in finalizing preparation details for Sunday services
 - Assist in research as needed.
5. **Miscellaneous:** The Administrative Assistant may perform the following miscellaneous duties:
- Take initiative for new and special projects, as requested by the campus pastor
 - Represent the campus pastor in dealing with members of the congregation, other churches, and the community at large, as required
 - Maintain a proper discourse on social media, including Facebook posts

Job Qualifications:

- Prefer prior experience as an administrative assistant
- Must possess a working knowledge of standard office equipment
- Must demonstrate strong working knowledge of computers and proficiency in software programs; including Microsoft Office
- Must possess efficient, caring, and discerning telephone skills
- Must have a heart for the ministry of Grand Point Church and the people of this church family
- Will be required to have a firm grasp of the beliefs, values, and strategy of Grand Point Church
- Must possess the desire to assist the campus pastor in fulfilling his responsibilities and lighten his load whenever possible
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, and worship attendance
- Prefer they become a member of Grand Point Church, if applicable