

Position Title: Connections Ministry Administrative Assistant

Position Type: Part Time / Salaried / Non Exempt

Ministries: Adult Discipleship/Operations/Campus

Reports To: Connections Ministry Pastor

Purpose of Role: To support the mission of Journey Church through excellent and effective administrative services and assistance, streamlining all facets of the ministry processes for Connections Ministry.

Primary Tasks:

- Administrative Assistant to the Connections Pastor
- Primary volunteer recruiter, scheduler, trainer, and administration of all Sunday Host Team needs.
- Oversees, schedules, recruits, and trains Host team
- Collaborates with the Church Administrative Team when requested
- Contributes to a healthy Ministry Team culture

General Responsibilities:

- Serve as primary point of contact for Connections Pastor administrative needs
- Schedules all volunteer Host Serve teams: Ushers, Greeters, Parking, Shuttle, & Ready Team.
- Assists with Crash Course as requested to ensure all logistics are taken care of
- Manages all aspects of CCB for Connections Ministry and Host Team
 - Oversees and updates Connections Ministry calendar of events in CCB
 - Manages processes in CCB for Host Team volunteers & Connections Ministry
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested
- Attends monthly all Staff meetings, all Ministry Assistant Team Meetings, and other meetings as requested by the Connections Ministry Pastor
- Assists Administrative Team with church wide administrative duties as assigned
- Prays regularly for the church and its people, and models spiritual vitality and accountability

Experience & Knowledge Required

- Proven track record of effective time management
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively
- Excellent verbal and interpersonal skills
- Proficiency in Word, Excel, Mac OS, Google Docs, Mac Pages & Numbers
- Ability to learn and use CCB Software

Possess and exhibit the following core values in their daily lives:

- Personal Love for God and Love for People
- Work ethic that is excellent, protective of the church, and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church is being an active member and attender.

Employee Signature: _____

Date: _____