



Administrative Assistant to Tech and IT

Position Scope: Part-time; 24 hours per week including special events as needed; Monday-Thursday

Position Status: Non-Exempt

Salary: \$15.00-\$16.00 per hour

Reports to: Director of Technical Arts

Department: Technical

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Ministry Responsibilities

The Administrative Assistant to Tech and IT provides administrative support to the Technical and IT ministries.

Essential Duties

- Manage quoting, purchasing, tracking, and receiving equipment
- Manage the purchase order process and provide budget reports
- Assist in asset tagging and logging equipment
- Manage repair and return shipping and receiving
- Make weekly shopping trips to various local vendors
- Clean and restock Tech green room
- Provide food for Tech volunteers for Sunday and other special events
- Contact and onboard volunteers
- Organize and implement team and volunteer events
- Print and activate badges
- Manage ordering and maintenance of staff two-way radios
- Assist in stage maintenance tasks
- Other duties as assigned

Required Core Competencies

- *Written Communication* – writes clearly and succinctly in variety of communication settings
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what's important, quickly zeros in on critical few, eliminates roadblocks

- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

Required Qualifications

Experience

- Strong interpersonal, verbal, and written communication skills
- Excellent time management skills
- An effective team player
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and SharePoint), Adobe products, and Asana (project management software)

Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	O
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40 lbs	O
Bend:	F	Push/Pull 41-100 lbs	O
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

Benefits

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program