



## High School Administrative Assistant

**Position Scope:** Part-time; 25 hours per week including special events as needed; Monday-Thursday hours with occasional Sunday responsibilities

**Position Status:** Non-Exempt

**Salary:** \$15.00-\$16.00 per hour

**Reports to:** Pastor of High School Students

**Department:** Students

### Ministry Vision

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

### Ministry Responsibilities

The position assists with the administrative work for the team, planning and executing ministry events, and building relationships with high school team and students.

Essential Duties	
Description	<u>% of Time</u>
<p><i>Support Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Support pastor(s) as needed</li> <li>• Purchase necessary materials for events and programs</li> <li>• Oversee the logistics of food, transportation, location/facilities, and communication for events</li> <li>• Manages the student ministry calendar</li> <li>• Assists in creating developing event planners that include registrations, payments, and communication</li> <li>• Communicates to parents, students, and volunteers as assigned via all communication channels and in alignments with ECC communication protocols</li> <li>• Handles all financial reporting with appropriate ECC accounting protocols</li> <li>• Develops and maintains the High School Ministry database</li> <li>• Participating in student events/trips</li> </ul>	80
<p><i>Leadership Development</i></p> <ul style="list-style-type: none"> <li>• Participate in organizational and team trainings</li> <li>• Participate in the Administrative Assistant Alliance Meetings and overall ECC interdepartmental collaborations</li> <li>• Participate in designated staff rhythms and meetings</li> </ul>	10

<u><i>Vision and Strategic Development</i></u>	10
<ul style="list-style-type: none"> <li>• Attends appropriate student ministry meetings as a vital contributor to the overall vision and strategy of the High School Ministry</li> </ul>	
<u><i>Miscellaneous</i></u>	
<ul style="list-style-type: none"> <li>• Building relationships with students in the ministry</li> <li>• Other duties as assigned</li> </ul>	

**Required Core Competencies**

- *Written Communication* – writes clearly and succinctly in variety of communication settings
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – ease 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 tasks

**Required Qualifications**

Experience

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Ability to and comfortable with planning and organizing
- Excellent interpersonal, verbal, and written communication skills
- Exceptional organizational and time management skills

**Preferred Qualifications**

None

**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	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
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	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N

Bend:	F	Push/Pull 41-100 lbs	N
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 t his 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