



Junior High 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 Junior High 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 administration, planning, and execution of the junior high ministry.

Essential Duties	
<u>Description</u>	<u>% of Time</u>
<p><u>Support Responsibilities</u></p> <ul style="list-style-type: none"> • Put together information and graphics for handouts, connections, trip information and questions • Purchase necessary materials for events and programs • Oversee the logistics of food, transportation, location/facilities, pick up and drop off, event times, and communication for events • Manage the student ministry calendar • Handle all financial reporting with appropriate ECC accounting protocols • Develop and maintain student ministry database with student, family, and volunteer information • Assist with event planning, registration, scheduling, and finances • Create and manage all junior high event registrations within Eastview's relationship management system Design and print brochures and cards • Communicate events to parents and students by email, text, E-news, slides in services, handouts, etc. • Ability to attend all events and summer trips 	80

<u>Leadership Development</u> <ul style="list-style-type: none"> • Participate in recruiting, onboarding, and tracking volunteers • Assist in overseeing the building of volunteer teams and completion of all details related to events 	10
<u>Vision and Strategic Development</u> <ul style="list-style-type: none"> • Attend junior high staff meetings and other meetings as needed • Attend occasional all staff meetings and events • Manage communication dissemination through website, Facebook, text, email, and brochures 	10
<u>Miscellaneous</u> <ul style="list-style-type: none"> • Other duties as assigned. 	

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 learn and successfully navigate relationship management systems, accounting software, and graphics arts software
- Ability to and comfortable with planning and organizing
- Excellent interpersonal, verbal, and written communication skills
- Exceptional organizational and time management skills
- An effective team player

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 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