

Part-time (up to 20 hours/week), Non-exempt Position
Reports to: Director of Discipleship Pathways and Women's
Ministry

The Administrative Assistant to the Director of Discipleship Pathways and Women's Ministry provides administrative support to the Director to ensure efficiency, accuracy and completion of duties for the department. This position supports the Director through a variety of tasks related to organization and communication and project and event execution and is responsible for confidential and time sensitive material. These duties are completed accurately and delivered in a high quality and timely manner, while supporting and modeling the Core Values of Emmanuel.

Requirements:

- A passion for the mission of Emmanuel
- Problem solving ability, with a solutions-oriented personality and skill set
- Great communication skills (written and verbal)
- Ability to stay focused and accomplish assignments in a part time position
- Detail oriented with a commitment to excellence
- Able to relate well with church constituents, members, staff, and team members in a tactful and professional manner
- Must demonstrate the ability to perform high quality work with minimum supervision within assigned deadlines
- Must be able to handle confidential matters and material with excellence

Responsibilities:

- Organize and schedule meetings and appointments within each department
- Submit and manage expense reports
- Provide general support to volunteers with each department
- Provide information by answering questions and requests
- Handle multiple projects
- Assist Director during different events and meetings
- Handle all system related requests (i.e. MyEmmanuel, Espace, Nexonia, etc.)
- Manage outside requests for speakers or speaking engagements
- Handle all admin requests within each project (printing needs, technology pieces, ordering supplies, set up rooms for Moms Connect etc.)
- Organize Moms Connect at Spring Lake Park Campus
- Collaborate and communicate clearly with different departments in the organization

I've read and I understand the duties and responsibilities of this position.

Signature _____

Date _____