

Position: Campus Administrative Assistant

Reports to: Campus Pastor

Classification: Full-Time, Non-Exempt (Hourly)

Supervises: Serve Staff

Purpose To provide administrative support for the ministry of The Church of Eleven22.

Job Requirements/Experience

- 5+ years of administrative assistant experience to include supporting executive level leaders
- Associate's degree preferred

Required Competencies and Skills

- Strong working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel)
- Ability to work with database information (CCB)
- Knowledge of standard administrative practices and procedures
- Ability to interact effectively with individuals at all levels within and outside of the Church in a professional and confidential manner
- Ability to think strategically and offer solutions in addition to executing requests
- Ability to perform several tasks concurrently with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Ability to develop priorities with the right balance of short and long-term wins
- Communicate and coordinate with ministry coordinators and administrative team regarding team priorities and deliverables

Key Responsibilities

- Directly manages administrative details of the Campus Pastor
- Assist in the coordination and collaboration of campus ministry team and central ministry teams, specifically to include Standard Operating Procedure for funerals
- Manage all communication and integration among team members, congregation members, and community to ensure high levels of touch, effectiveness, collaboration and follow through; includes e-mail follow up, written and verbal communication
- Coordinate ministry initiatives, MAPS, ministry budget, and daily tasks of multisite ministry area as directed by Campus Pastor
- Implement hospitality initiatives for events at campus
 - Tier 1 support Central Hospitality Team
 - Tier 2 support Central Ministry Coordinator
- Model discipleship by making disciple making disciples

Measurements of Success

- Model the Church of Eleven22's mission, purpose, and core values
- Making of Disciple making disciples
- Efficiently meets deadlines
- Strong communication (verbal and written) and interpersonal skills
- Manage confidential and sensitive information with discretion