



Job Description

Title: Administrative Assistant
Reports To: Administrative Coordinator
FLSA Status: Non-Exempt
Prepared By: Kelly Caldero

Ministry: Adult Discipleship Ministry
Classification Grade: T-2
Approved By: Human Resources
Approved Date: 10/23/2018

Essential Organizational Core Values

- **As an Individual Leader:** The Administrative Assistant is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally, and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Adult Discipleship Team and RLM Staff Team:** The Administrative Assistant has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals, Adult Discipleship Team objectives, as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

Performs a variety of administrative duties necessary to help run the Adult Discipleship Ministry*, efficiently. Serves as information and communication administrator for ADM Team, plans and schedules meetings and appointments; organizes and maintains paper and electronic files; manages projects; conducts research; and disseminates information by using the telephone, mail services, web sites and email. Designs Graphics (or is willing to be trained) by having a working knowledge of Adobe design software, Illustrator, and Publisher. Develops concepts, graphics and layouts for Event Campaigns, logos and website. Works with Team members on graphic proposals, briefing and advising them with regard to design style, format, print production, and timelines. Serves to support RLM Communications Team and RLM Campuses.

**Adult Discipleship Ministry: Community Pastors (Life Groups), Men's, Women's, Single's, Senior's, Pastoral Care (Prayer, New Believer/Baptism, Bereavement, Crisis Call/Counseling, POD, etc.), First Time Visitors, Connections, Next Steps, Membership, and Real Life University.*

1. Primary Responsibilities (60 %)

- Creates spreadsheets, composes correspondence, reports, documents, and presentations.
- Organizes and maintains file system, files correspondence and other records.
- Composes and types routine correspondence.
- Maintain and monitor ADM calendar(s).
- Prepares outgoing mail and correspondence, including email and faxes.
- Proofread and finalize formatting all publications and print materials.
- Event booking, prep and/or order materials, food, décor.
- Assure discreet handling of all Real Life Ministries business and interests.
- Graphic design ability.

2. Team Function (30 %)

- Manages ministry projects.

- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities.
- Coordinates schedules and makes appointments.
- Monitor ADM webpages for content, uniformity, and up-to-date information.
- ROCK Data Base management for ADM Team: data entry, build reports, manage ADM Dashboards, etc.

3. RLM Staff Relations (5 %)

- Communicate and Collaborate with other RLM staff and Ministries.

4. Miscellaneous (5 %)

- Recruiting, training, and overseeing volunteers.
- Supports the Connection Coordinator with Outreach, Invitation, Welcome, and Connection of new individuals to the area and/or First Time Visitors, Attendees, and Unconnected Members.
- Participation and attending All-Church and Staff functions and meeting

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Strong time management and self-organizational skills.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus-building and decision-making.
- Personal initiative and diligence, which produces timely follow-through in tasks.
- Ability to make decisions, problem solve, and contribute to a high energy, fast paced environment.
- Solid biblical/theological convictions which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering - We recognize there are many ministry areas to serve in at Real Life Ministries, and you may feel called to serve in those areas on a volunteer basis. Real Life Ministries would like to support you in your desire to serve. Any hours served in volunteer ministry are not required for the position that you have been hired for and as such will not be compensated.

Employee Name: _____

Employee Signature _____

_____ Date _____