

Administrative Assistant Job Description

Job Title: Administrative Assistant

Classification: Non-exempt, Hourly, Full time

Job Function: To provide organizational support and administrative assistance for the Duluth Vineyard pastoral staff in order to free them up for leadership and the hands on work of ministry and to provide a radically welcoming environment at the Duluth Vineyard for every person who calls or walks through our doors.

Qualifications & Necessary Skills

- Profession of Jesus Christ as Savior and Lord and desire to serve him
- Commitment to spiritual growth and Godly character
- Strong understanding of, and ability to communicate the vision, mission, and values of Duluth Vineyard
- Ability to manage confidential information
- Strong organizational skills, including prioritizing several projects simultaneously and being able to meet deadlines
- Flexibility and ability to work well under pressure
- Strong problem solving skills
- Excellent oral and written communication and interpersonal skills, including appropriately handling conflict
- Tech savviness for learning and using software such as Tripit, Evernote, Church Community Builder, Asana, Expensify, etc.
- Experience with Google office products (Gmail, Sheets, Docs, & Drive) and Apple office products (Pages & Numbers)

Key areas of Responsibility

- Maintain your pastors' calendars and meetings and arrange travel and accommodation
- Read, organize, and route email correspondence to conserve pastors' time
- Partner with your pastors in the planning and execution of events and small groups, including effectively working and communicating with volunteers
- Server as a resource for other ministry areas in relation to your pastors' ministries

- Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, etc.
- Provide the very best customer service and create a warm hospital atmosphere by greeting and assisting guests and promptly and professionally answering calls and responding to email
- Function as part of the support staff team through completing general administrative tasks and working with volunteers
- Maintain accurate and up-to-date information in our church management software
- Other responsibilities as assigned. In other words, you may be asked to do things that are not specifically stated in your job description. In some circumstances, the needs of the church may even dictate that you be asked to do things that are unrelated to your primary responsibilities.