

**JOB TITLE:** Administrative Assistant

**REPORTING RELATIONSHIP:** Senior Pastors

**POSITION:** Full Time

**SUMMARY:** Organize and provide professional skills, support, and assistance for Brian Brinkert & John Kliewer. Additionally, as part of the support staff, you will assist with various other office needs, including answering phones, greeting guests and helping to manage volunteers.

**QUALIFICATIONS:**

1. Spiritual:
  - You must testify to having been saved by grace through faith in Jesus Christ
  - You must demonstrate a consistent, mature Christian lifestyle
  - You must regularly attend a Vineyard church and actively participate in its activities
2. Exhibit initiative to be a Self-starter.
3. Flexibility: Ability to prioritize and manage workload amid conflicting demands and busy work periods.
4. Confidentiality.
5. Ability to relate to all staff and volunteers, exhibiting excellent people, phone, verbal & written skills.
6. Ability to function as a team member and/or leader using the criteria in our staff play-book.
7. Strong organizational skills, directing and implementing projects from start to finish.
8. Strong computer skills: Mac, CCB Database, Pages (Word), Numbers (Excel), Calendar, E-mail, Internet, etc.
9. Strong problem solving skills, with the ability to think ahead and anticipate and initiate resolve for ministry needs before they arise.
10. Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work.

**RESPONSIBILITIES:**

The position of Administrative Assistant includes, but is not limited to the following duties:

- Maintain office and create a warm hospital environment for visitors.
  - Assist in answering phones and welcoming visitors as they arrive.
- Build and maintain strong relationships with all ministry areas,
  - Serve as a resource for other ministry areas in relation to your pastors' ministry. Attend staff meetings, meet weekly with your pastors for coordinating, planning and communication.
  - Help assist your pastors in the organization of, strategic planning, and coaching of Duluth Vineyard Ministries.
  - Help recruit and train volunteers to be a part of using their gifts to fulfill the roles necessary in the areas as needed. (i.e. producing workshop booklets, etc.)

# the **Vineyard** church

*Love God. Love people. Period.*

- Assist with onsite events as necessary (prepare name-tags, materials, notebooks, gift bags, registration lists, etc.).
- Managing Pastor's Calendars, Meetings, Travel Coordination
  - Maintain your pastors' appointments, planning and scheduling meetings, conferences, teleconferences. Preparing daily calendars, attaching pertinent information to calendar for reference, schedule and protect study and sermon/teaching writing time, and coordinate other project preparation time.
  - Arrange travel and accommodations when needed.
  - Represent your pastors by attending meetings in their absence; speaking for them if needed.
- Communications and Correspondence
  - Assist in communication by writing appropriate vision when needed for outgoing communication, brochures, emails, etc. through the lens of Vineyard Values.
  - Manage and respond to all email.
  - Manage and respond to all process queues that fall under Pastor's oversight
- Project Management
  - Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- General Administrative Support
  - Function as part of the larger Admin. Assistant Team by helping to serve the needs of general office admin. (i.e. answer incoming calls to back up other admin, help handle walk-ins and give direction during regular office hours).
- Ministry/Volunteer Coordinating
  - Coordinate and communicate with volunteers.