



HARVEST

BIBLE CHAPEL

Administrative Assistant Job Posting

A. Character

- a Spirit-filled person (Ephesians 5:18-21)
- a person of holiness and humility (Ephesians 4:1-24) *holiness in speech (no gossiping, slandering, etc.) and integrity in handling confidential information

B. Competence

- able to leverage technology in order to administrate and communicate effectively with people
- able to work at a high capacity, producing measurable results in various administrative categories.
- able to proficiently use a computer (PC and Mac) and pertinent software (Office, iWorks, Fellowship One, etc.)
- able to teach and train others
- able to fulfill receptionist responsibilities (phone, email, etc.)

C. Contribution

Responsibilities will include, but are not limited to the following:

1. Church Management Software
 - being proficient with church management software and programs (Fellowship One, Planning Center Online, iMinistries)
 - training & equipping the congregation, lay leaders and church staff on how to use the church management software and programs according to their roles and responsibilities
2. Integration, Monitoring & Communication
 - Entering data and initiating and monitoring the F1 process queue for each person (from 1st time visitor on the Friendship Register to an active member in SG & serving on the 6-week Serving Rotation)
 - oversee registration process for various church events (PWTP, PP, SG, WFC, HKids Training, etc.) either online or through the Get Connected desk by entering data, sending confirmation emails and follow-up phone calls and preparing resources and materials needed for each event
 - implement the 6-week Serving Rotation through PCO, assigning people their roles according to the 4-month serving schedule
3. Receptionist
 - welcoming people at the office
 - answering phone calls and responding to general church inquiries via phone or email
 - organizing and filing relevant documents and resources
 - maintaining office supplies for all the offices

D. Commitment

16 hours per week.

In addition to these responsibilities, your participation in the Small Group ministry is mandatory for your own spiritual growth and development. Also, due to the knowledge of various church events and processes this job requires during the week, the Administrative Assistant may become a point person on Sunday mornings in a number of these areas.

This list is not intended to be exhaustive. Harvest Bible Chapel may, from time to time, assign you additional responsibilities or may alter and/or remove responsibilities as its ministry needs require.