

Administrative Assistant - Group Life

Journey Christian Church



JOURNEY

Reports to

GroupLife Lead

Classification

This position is a Non-Exempt, Hourly position.

Hours

15 Hours, (3) Five hour days M, T, W, or Th

Responsibilities

Meetings

- Help coordinate and attend weekly GroupLife Team meetings
- During meetings, create bullet-pointed Admin & Director action item task lists
- Send lists to team via email following each meeting

Staff

- Update Annual Planning Document (APD) on a weekly basis
- Attend bi-weekly staff meetings
- Coordinate with Group Life Team to help plan annual Group Life calendar
- Support current volunteer staff team

Communications

- Monitor Groups inbox and respond or forward as appropriate
- Compose Save the Date emails and / or RSVPs and track registrations for various GroupLife (GL) events
- Assist in drafting group leader communications (new and existing groups, Local Compassion opportunities, church-wide studies, special announcements, event follow-ups, surveys, roster requests, information for starter groups, etc.)
- Coordinate promotional communication with the Service Programming Team /and/or create promotional items (Slides, rave cards, videos, stage announcements, etc.)
- Respond to Connections inquiries

Additional Duties

- Support all Planning Center GroupLife activity for the duration of THE STORY message series (registrations, forms, group member placement and management, new group creation, attendance, reporting)
- Support special projects, such as the Community Group Leader Appreciation
- Order GroupLife materials, as requested
- Collaborate with GroupLife team to process expense receipts
- Coordinate with the Business Office when changes or updates are needed on the GroupLife budget sheet
- Help document existing and future processes

Required Qualifications and Skills

- Written communication skills - compose and edit various communications clearly, professionally and in line with Journey's voice / brand
- Technology skills - comfortable using a variety of technology tools, including spreadsheets, word processing, Google Drive, Google documents, and databases
- Organization and planning skills - embrace systems and processes for how / when to perform various tasks
- Critical thinking and problem solving skills - identify efficiencies and make adjustments as needed in a dynamic environment
- Strong attention to detail
- Background in administration, communication, and / or project management a plus
- Proficiency in Canva or Adobe Graphic design software not required but highly beneficial

How To Apply

To be considered for this position, interested and qualified candidates should submit an application [via this LINK](#) along with the documents requested below. These documents can be uploaded to the application.

- **Resume**
- **Cover Letter** addressing why you believe God may be leading you to this position