



**Job Title:** Administrative Assistant to the College & Missions Pastor

**Reports to:** College & Missions Pastor

**Position Status:** Part-Time (5-7 hrs/week)

**Pay Range:** \$19-21/hr based on experience

### **Job Summary**

The Administrative Assistant to the College & Missions Pastor provides superior administrative support to ensure efficient operation of both the College & Missions Departments. The Admin Assistant to the CMP will use his/her personal gifts and technical skills to directly assist the College & Missions Pastor in his pursuit of excellence in the performance of his administrative and ministerial responsibilities. The Admin Assistant to the CMP will help Mercy achieve its mission of making disciples who love God, love each other, and love our world through a wide variety of tasks related to organization and communication.

### **Responsibilities**

- **Calendaring Support**

The Administrative Assistant to the College & Missions Pastor (AACMP) will help to ensure that the calendar for the College & Missions Pastor is managed with scheduling, updates, pre-meeting briefings, and any other relevant goals that his team needs to be aware of as they strive for ministry effectiveness. This may involve keeping minutes or sending out agendas for certain types of meetings.

- **Communication Support**

The AACMP will in many ways serve as a liaison between the College & Missions Pastor and his staff, missionaries, church, or community at large. This may involve proofing, editing, drafting, or even fully handling certain communications on behalf of the College & Missions Pastor. This may also involve serving as the first point of contact for the College & Missions Pastor.

- **General Administrative Support**

The AACMP will have many additional administrative responsibilities that will vary from week to week and in different seasons of Mercy's ministry. These tasks may include but are not limited to the following: processing confidential documents, providing materials/information for meeting preparations and/or follow-up, basic accounting/bookkeeping tasks, preparation and reconciliation of monthly expense reports, booking travel arrangements, project management assistance for College & Missions Pastor's direct reports, and managing various special projects as assigned by the College & Missions Pastor.

### **Necessary Skills**

- Ability to work well with all levels of staff, volunteers, church members, vendors, etc.
- Excellence both written and verbal communication
- Strong computer skills and ability to operate office equipment
- Technical skills // proficient use of Google Suite // strong internet research skills // the ability to learn new software/platforms quickly
- Time management skills; the ability to prioritize and work within strict time constraints
- Ability to adapt quickly to changing demands and deadlines, demonstrate flexibility in the face of change or uncertainty, and concurrently manage multiple tasks successfully
- Self-starter, ability to work independently with careful attention to detail
- Ability to exercise good judgment and discretion, maintaining confidentiality



### **Education**

- A high school diploma or GED is required
- Some college or a college degree is preferred

### **Preferred Experience (not required)**

- Church Community Builder
- Certify Expense Reporting
- Asana
- LeaveBoard
- Planning Center

*\*Miscellaneous Responsibilities – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.*

### **Conditions of Employment**

*\*Performance Evaluation – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.*

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

### **General Expectations**

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.



## **Job Requirements**

### ***Physical Requirements***

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to routinely lift 30+ lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

### ***Work Environment***

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

### ***Office Hours and Work Schedule***

1. Office Hours: 5-7 hours per week // days/times flexible; remote work negotiable
2. May work additional billable hours during special activities/events as requested by the College & Missions Pastor
3. Holidays: Will participate in all staff-wide Holidays as outlined in the Mercy Staff Handbook

To learn more about Mercy Church and our College and Missions Ministries or to begin the application process, visit [mercycharlotte.com](http://mercycharlotte.com)