



Position: Administrative Assistant - Multisite

Reports to: Multisite Pastor

Supervises: N/A

Classification: Part-time, Non-exempt

Location: Central Offices

Organization: The Church of Eleven22

Objective

To provide administrative support to the Multisite Pastor.

Key Responsibilities

- Directly manage administrative details of the Multisite Pastor
- Assist in the coordination and collaboration of campus teams and central ministry teams
- Manage logistics and timelines for special events and projects (i.e., team meetings, off-sites, training events, team care/fun, etc.), as needed
- Manage all communication and integration among team members, congregation members, and community to ensure high levels of responsiveness, effectiveness, collaboration and follow through on priorities and deliverables; to include e-mail follow-up, written and verbal communication
- Manage ministry initiatives, MAPS, ministry budgets and daily tasks of multisite ministry area as directed by Multisite Pastor, to include monthly budget reviews and all details of campus launches
- Collaborate with the Campus Discipleship and Multisite Project Manager as needed
- Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession, repentance and fellowship and being a disciple-making disciple
- Create and maintain effective organization, file management, planning and calendaring systems to support project and team management

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Ability to work with database information (Rock)
- Knowledge of standard administrative practices and procedures
- Ability to think strategically and offer solutions in addition to executing requests
- Ability to perform several tasks concurrently with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Ability to develop priorities with the right balance of short and long-term wins



Education and Experience

- 3-5 years of experience as an administrative assistant or project manager to include supporting executive level leaders
- Associate degree preferred
- Strong working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel)

Position Type/Expected Hours of Work

This is a part-time position. Days and hours of work may vary, depending on church needs.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.