

Administrative Assistant

Sandpoint Church of the Nazarene

Spirit

Being *in Christ* must come before *doing for Christ*. You must cultivate a vibrant relationship with Christ out of which life and ministry flows. Do not do ministry in your own strength.

Thought

Understand and communicate who we are. You are our front-line ambassador. The hospitality of your actions and words represent our staff and members. Be a continuous learner. Cast vision at every opportunity as to who we are as a church. We are a people who strive to connect generations in authentic community, growing in Christ-likeness to become missional people.

Practice

- Offering visitors/congregants general support by responding to questions and directing them to appropriate resources, as needed.
- Conducting clerical duties, filing, answering phone calls, responding to E-mails, preparing organization - based communications, and document production.
- Performing accounting tasks in QuickBooks, such as invoicing and budget tracking, reconciling and submitting of expense reports, paying bills, drafting checks, and processing of reimbursements.
- Communicating with and managing vendors / contractors /contracts associated with needed services, maintenance and operations (building/parsonage/vehicles).
- Maintaining and updating needed web-based information & database in Subsplash.
- Scheduling and organizing appointments, meetings, and maintaining a “whole” personnel and organization events calendar in Google Calendar.
- Scheduling of building usage, rental agreements, and follow-up billing.
- Ordering of supplies and maintaining a neat, organized and well managed work place environment.
- Recruitment and coordination of volunteers for congregational care & church support functions. In some cases, this includes the training, oversight and resourcing of volunteers.
- Managing janitorial staff and being the organizational representative to outside agencies for coordination of resources.
- Preparation and participation in weekly staff meetings
- Assuring the physical preparations for worship are made, such as sanctuary set up, music printed, bulletin designed and printed, presentation software organized, communion elements prepared and other items as necessary.
- Serving the pastoral staff by being assigned various tasks that further and support their individual ministry and the ministry of the church.

- Interfacing with Sandpoint Community Christian School in the effort to steward and further our joint building use and ministry.
- Event planning the various events that we host at the church or in the community.
- Serve as the staff liaison with the Women's Ministry Council.
- Attend Church Board Meetings
- Design and execute newcomer integration.
- Performing other duties as assigned by Senior Pastor.

Qualities, Skill Sets, and Abilities:

- Knowledge of various office management procedures and systems
- Excellent time management and prioritization skills
- Strong work ethic, a self - starter and independent worker
- Strong oral and written communication skills
- Strong people & relational skills
- Ability to multi-task
- Attention to detail
- Willingness to increase technology expertise and usage of various software, as needed.
- A compassionate heart for people and a desire to support the ministries & mission of the local church.

Team Culture

Be a team player. Unity and relationships are our two most valuable assets.

- Support the other team members by both attitude and participation.
- Share the load of ministry outside of your specific area and be ready to be a "utility player" as the need arises.
- Expect the rest of the team to support you.
- Protect unity by proactively resolving conflict with all.
- Yield to and support the leadership of the Senior Pastor.
- Be more concerned about the success of the mission and ministry than your own success.

Church

- Live in harmony with and support the doctrine and values of the Church of the Nazarene and this local church.
- Be faithful in giving for the support of local and global ministries.
- Be present at church functions to cultivate the above "Spirit", "Thought", "Practice" and "Team"
- Be available to serve the larger church through community and District involvement.