

Administrative Assistant
JOB DESCRIPTION

Summary: The mission of Redemption Church is to see lost people saved, saved people matured, and matured people multiplied all to the glory of God. In keeping with this mission, it is our goal to provide strong and effective care by which Redemption Church's ministries will be best supported. This role will provide administrative support to the ministries of Redemption Church, as well as the church in its entirety.

Employment: Contract position, 15-25 hours/week, Monday – Thursday daytime, in office

Experience and Education Requirements:

- Mature follower of Jesus Christ with character consistent with Titus 1:5-9 and 1 Tim. 3:1-7
- Wholeheartedly embraces the mission, vision, and life of Redemption Church
- Active participation within the ministries of Redemption Church on Sunday mornings & throughout the week
- Able to work efficiently & cooperatively within a group setting, or independently
- Administrative Experience preferred (1-year minimum)
- Background in finance preferred

Essential Functions and Responsibilities: (See attached document for a detailed breakdown)

1. Managing Church Database
2. Communication through various forms to ensure elders, staff, ministry leaders & congregation have sufficient Administrative Support
3. Planning & Executing church-wide events with initiative & clear direction
4. Church wide communication
5. Coordinating in office meetings for staff
6. General office management (ordering supplies, answering phone calls, staff meeting minutes, etc.)
7. Insurance policies and rental contracts
8. Ministry support as needed
9. Member care as directed
10. Note: This role description is not intended to be all-inclusive. The employee may be required to perform other related duties as negotiated to meet the ongoing needs of the church.