



JOB DESCRIPTION

POSITION TITLE: OUTREACH TEAM ADMINISTRATIVE ASSISTANT

REPORTS TO: DIRECTORS OF COMMUNITY & SERVICE OUTREACH

DEPARTMENT: OUTREACH

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE: 3

PURPOSE: EQUIP CONCORD TO GO PROCLAIM THE GOSPEL AND MAKE DISCIPLES WHERE JESUS SENDS US.

SUMMARY OF POSITION

Serve the church by providing administrative, communication, and logistical support to the Outreach Team, with primary responsibility in the areas of Community and Service Outreach.

KEY RESPONSIBILITIES

Directors

1. Manage calendar appointments
2. Manage event scheduling; assist with event planning and coordination
3. Represent the work of Community & Service Outreach as needed or assigned.
4. Maintain ministry partner contacts and assist in strengthening Concord's relationship with partners.
5. Calculate and prepare monthly reports for reimbursement for the Directors of Community & Service Outreach
6. Assist in providing support for Community & Service Outreach advocacy teams.

Outreach Ministries through Concord

1. Prepare check requests for vendors, reimbursements to Concord members for mileage or purchases as needed
2. Make facilities reservations for event set-ups, signage; secure buses and drivers for events off campus
3. Print materials
4. Order catering
5. Coordinate materials and registration for Ministry events
6. Receive and monitor incoming calls and emails
7. Provide support and information for mobilization of Concord members
8. Assist with training of Concord members for involvement with various ministry partners
9. Coordinate Outreach Team communication via print, social media and electronic tools and mediums



Other Duties

1. Help organize Community Tours – 1-2 times/year
2. Help plan and coordinate Serve Day alongside lay teams
3. Christmas Ministries contributions event in November (Water Angels, Mission of Hope)
4. Coordinate materials and registration for conferences, retreats and other venues
5. Collaborate with Outreach Team to provide consistent communication of ministry updates

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High School Degree or Equivalent
2. Associates degree or some college preferred (or equivalent work experience)
3. 3 to 5 years in an administrative support role

KNOWLEDGE OR SKILL REQUIREMENTS

1. Must have fundamental administrative skills and be able to utilize MS Office software and other proprietary database systems.
2. Must be a self-starter and be able to perform responsibilities with moderate supervision.
3. Must be action and detail oriented, proactive, and possess the ability to accomplish tasks under tight deadlines.
4. Must be able to deal effectively with sensitive and/or confidential information of a written or spoken nature.
5. Must be able to handle stressful situations
6. Must be capable of learning and abiding by church policies and procedures to ensure all documents meet these policies
7. Good verbal and written communication skills
8. Must be flexible and adaptable
9. Must be teachable and willing to try and experience new challenges and opportunities
10. Must be a team player

WORKING CONDITIONS

Office environment, typical five day workweek, with some irregular hours. Some walking, standing, bending and carrying or moving some moderately heavy items.

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.



Approved By

Date

Employee Signature

Date