



## Job Description and Qualifications

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<b>JOB TITLE:</b>	<b>Administrative Assistant</b>
<b>DEPARTMENT:</b>	Renewal
<b>POSITION STATUS:</b>	Part-Time (20 hours/week)
<b>CLASSIFICATION:</b>	Hourly, eligible for overtime
<b>REPORTS TO:</b>	Bill MacDonald
<b>DATE:</b>	March, 2015

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### **PURPOSE:**

Provide administrative support for the Pastor of Renewal as well as the Renewal and Counseling Ministries, including Celebrate Recovery (CR), prison ministries, lay counseling and marriage counseling ministries.

### **PRIMARY DUTIES**

- Provide support for the Pastor of Renewal. This includes scheduling of pastoral counseling and handling confidential information.
- Provide support for the Coordinator of Counseling Services and the Coordinator of Celebrate Recovery and Teen Renewal.
- Provide support for Renewal and Counseling Ministries—communications, meeting organization, calendar reminders, room scheduling, photocopying, prison clearance requests.
- Provide special event support— publicity materials, registration, room scheduling, materials, and food, if needed.
- Order or prepare materials necessary for each program.
- Administrative details for retreats.
- Proofreading, editing, and formatting communications, leadership minutes, policies, training materials and manuals for Lay Counselling, Celebrate Recover and SOAR (teen renewal).
- Assign Lay and Marriage Counselors to Counselees from the Prescreen. Create and close all counselee files, assist with scheduling of appointments, and maintain the counseling forms and files.
- Submit payment requests to Accounts Payable and times sheets for payroll.
- Build relationships with the Lay and Marriage Counselors and assist with volunteer appreciation.

### **KNOWLEDGE/SKILLS**

- Relevant administrative work experience preferred.
- Exceptional communication skills, both written and oral.
- Ability to handle confidential matters with discretion and maturity.
- Excellent interpersonal, relational and customer service skills.
- Flexibility in a multi-task, fast-paced, changing environment.
- Ability to work well with all types of people, including staff, congregation, volunteers and others.
- Organized and detail oriented.
- Ability to use initiative and judgment to handle non-routine matters.

### **EDUCATION/TRAINING**

- Strong computer skills (MS Office 2010, Internet, database)
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