Name: **Position Title:** Bloomington Campus Admin Assistant **Position Scope:** Part-Time/20 hours a week **Position Status:** Non- exempt	**Reports To:** Bloomington Campus Pastor **Department:** Bloomington Campus **Date:** 5.23

Ministry Vision:
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE

Ministry Responsibilities:
To provide administrative support to Bloomington Campus staff.

Key Duties:

	Description	% Time
	Vision and Strategic Development.	0
	Leadership Development. Assist pastors with volunteer care. Attends Admin Alliance Meetings and overall ECC training.	10
	Ministry Support Responsibilities. Support Bloomington Campus Pastor, Eastview Kids Pastor and Worship Arts Pastor as needed/assigned.	10
	Administrative Responsibilities. Maintains Bloomington database in Rock. Makes purchases as needed using Divvy. Completes Divvy transactions in a timely manner. Assist with volunteer onboarding and appreciation. Be proficient in Asana, Lucid Press and Communication Team processes. Maintain overall administrative functions of the Bloomington Campus. Enews for Bloomington Campus. Sunday morning slides.	80
	Misc. Additional related duties as assigned.	

Supervisory Responsibility: None at this time

Required Core Competencies for Administrative Assistants

Written Communication
Writes clearly and succinctly in variety of communication settings.

Action Oriented
Enjoys working hard, full of energy for challenges, seizes opportunities.

Approachability
Easy to approach and talk to, puts others at ease, pleasant and gracious.

Priority Setting
Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.

Learning on the Fly
Experiments and tries new solutions, enjoys challenge of unfamiliar task.

Time Management
Values time, uses effectively, concentrates efforts on important priorities.

PREFERRED QUALIFICATIONS

Minimum relevant experience: Strong written and verbal skills. Time management.

Education: High school diploma.

Ideal Knowledge Areas: Comfortable with Technology.

Strongly prefers that candidates attend the Bloomington Campus.

Employee:	**Date:**
Director:	**Date:**