



**Position Title:** Missions Administrative Assistant

### **Position Summary**

The Administrative Assistant will act with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various projects, which includes scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Administrative Assistant will perform, coordinate, and oversee administrative duties while providing an extensive level of support.

### **Key Roles and Responsibilities**

- Provide Executive Administrative support for the Pastor of Missions & Mobilization
- Provide general administrative support for other pastors and staff of the Missions/Outside the Walls ministry team
- Schedule meetings and travel, including prioritizing meetings and communicating relevant details to participants according to an agreed upon preferences per pastor and staff
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Serve as the first point of contact for a wide variety of relationships between Pastors and staff and external contacts as agreed upon by each team member's preferences
- Handle phone, email and postal mail inquiries and respond appropriately
- Draft and edit correspondence, articles, reports, and presentations; transcribe meeting notes
- Coordinate and support special projects, including working collaboratively with staff to assure projects meet deadlines
- Take on tasks to support the work of ministries and overall mission
- Prepare financial statements, reports, memos, invoices letters, and other documents
- Handling basic bookkeeping tasks, credit card reconciliation, expense reporting & budgeting
- Maintain records, documents, and reports
- Research and data collection to prepare documents for review and presentation
- Us various software, including word processing, spreadsheets, databases, and presentation software
- Perform office duties that include ordering supplies and managing a records database
- Work as a member of the team, willingly providing back-up support for co-workers

- when appropriate and actively supporting group goals
- File, faxing, copy and other administrative duties as needed
  - Perform other job-related duties and responsibilities as may be assigned from time to time, such as, filling in for reception, running errands, etc.
  - Commitment to personal time with God every day to pursue a heart that loves Jesus, and to ongoing spiritual, personal, and professional growth
  - Agreement with our Statement of Faith and demonstration of our faith through actions and lifestyle
  - Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness. Personally, invested in the life of the church
  - Ability to pray with others and act as an intercessor

### **Success Outcomes**

- Effective seamless support of the Missions and Outside the Walls ministry
- Assist with simplifying processes in the Movement & Missional Life ministries
- Healthy, thriving internal and external relationships
- Proactively identifies opportunities to bring excellence to the role and responsibilities

### **Staff Expectations**

- Aligned with the mission of WoodsEdge, this person seeks to love Jesus more, journey together with others in the community, and bring tangible hope to the world.
- Maintain a strong working relationship with co-workers by walking in our Holy, Humble, Healthy, and Hungry virtues.
- Commit to personal time with God daily to pursue a heart that loves Jesus and ongoing spiritual, personal, and professional growth.
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of that faith through actions and lifestyle

### **Requirements**

- Associate degree in business or related field of study, or proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- Ability to organize a daily workload by priorities. Exemplary planning and time management skills
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Excellent relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external stakeholders.
- Must also demonstrate ability to maintain confidential/sensitive information.

- Skilled in all aspects of planning and project management/able to take an idea from concept to completion.
- Resourceful, strategic problem-solving ability with a fun, positive “can do” attitude.
- Self-starter - provides strong contribution based upon sound judgment and self-direction.
- Loves Jesus, Loves the Church, Loves God’s Mission

### **Performance Measures**

- Getting it Done - Ability to perform role & responsibility, work ethic
- Moving the Needle - Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge’s initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth.
- Living it Out - Strong commitment to living out WE mission, vision and values including prioritized personal time with God.
- Building Teams - Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution.
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable.