

# Timberline Church

## Job Description

**Job Title:** Administrative Assistant to the Care Ministries Pastor  
Administrative Assistant to the Visitation Pastor  
Administrative Assistant to the Men's Ministries Director

**Reports To:** Office Manager (Pay Supervisor)  
Care Ministries Pastor (Work Supervisor)

**Direct Reports:** N/A

**Effective Date:** July 2018

### Summary

The Care Ministries Administrative Assistant is the direct assistant to the Care Ministries Pastor as well as the Visitation Pastor, and Men's Ministries Director to accomplish goals, strategies, and everyday processes. The Care Ministries Administrative Assistant will also work alongside the lead volunteers for the Funeral, Grief Share, Divorce Care, Dementia Care Partners, Still Waters, Deaf and Hearing Impaired, Marriage Mentors, Veterans, Prayer, Meals, and Men's ministries as well as Pre-marriage and other Counseling professionals. Occasionally this position will require time outside of the normal work day.

### Duties & Responsibilities

*The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Care Ministries Administrative Assistant.*

- General Duties
  - Field all incoming phone calls and emails for Care Ministries
  - Document management, including paper and paperless filing systems, for Care Ministries
  - Schedule meetings, and take minutes and distribute
  - Assist in the development of brochures, posters, and fliers as requested
- Finance
  - Understand and assist in annual budget development for Care Ministries
  - Reconcile credit card statements monthly for Care Ministries
  - Follow accounting processes to collect, record and deposit all incoming money, as well as process check requests and internal account transfers
  - Track income/expenses and maintain budgets for everything within Care Ministries
- Assisting Volunteers
  - Become a point of contact for any volunteer leader, including directors, coordinators, leaders, ministry assistants and other volunteers that may require assistance from Care Ministries
  - Coordinate scheduling of meetings with Volunteers/ Directors
  - Engage, equip and encourage volunteers to serve
- Manage/Maintain Needs for all Events and Meetings
  - Room reservations, including set up requests
  - Mass email communications
  - Print requests
  - Event Planning meetings

- Graphics and Sound/Media meetings
- Bulletin, Pulpit Announcements, Mall Tables
- Manage CCB (Church Community Builder) groups and volunteers
- Annual events include but are not limited to Retreats, Valentine's Dance, Golf Tournaments, Faith Day at the Rockies, Men's BBQ, National Day of Prayer Breakfast
- Funeral Coordinator
  - Work with families, funeral homes and officiants to determine needs for service
  - Plan for rooms, sound/media, food, volunteers, etc.
  - Serve as point person for all aspects of the funeral, including the event itself
- Wedding Administrator
  - Provide information to interested couples
  - Initial contact for scheduling weddings
  - Send invoices
- Meetings to be involved in
  - Attend and participate in a monthly Office Administrative Team meeting
  - Attend weekly Staff Chapel
  - Attend Care Ministries meetings as required or requested
  - Schedule and meet regularly with the Pastors and Director to keep current on ministry needs
- Abide by the Timberline Church Ministry Covenant
- Other duties as assigned.

**Skills and Experience:**

- Intermediate skills in Microsoft Office Suite are required
- Solid database experience is required, Community Church Builder (CCB) experience is preferred
- Strong PC skills and experience in a network environment are required
- Exceptional written and verbal communication skills and the ability to deal with difficult situations in an appropriate and effective manner are required
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment
- Must be proactive and detail oriented
- Experience working with, engaging and equipping volunteers is desired but not required

This is a regular, 35 hour full-time position.