

Timberline Church

Job Description

Job Title: Administrative Assistant for the Operations Department
Reports To: Office Manager
Direct Reports: N/A
Effective Date: April 27, 2017

Summary

The Operations Administrative Assistant is the face of Operations to Timberline Church's staff, volunteers, and 130+ ministries. The Operations Department exists to support others in ministry by providing services in many areas, including communications, Information Technology (IT), facilities, event planning, risk management and security. The Operations Administrative Assistant will also work alongside the lead volunteers for the Security Team, Medical Response Team, and Motorcycle Ministry.

Duties and Responsibilities

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

- Communications
 - Weekly electronic newsletter
 - Printing service (internal and external) billing
 - Manage forms in Community Church Builder (our database management system)
 - Assist with large projects as requested
 - Pulpit Priority Announcement calendar
 - New staff orientation

- Information Technology
 - Assist with managing cell phones
 - Community Church Builder (database) work, including managing the inbox, troubleshooting, new user login and current user password changes, attend trainings as needed
 - Communicate with contracted IT support services
 - Serve as backup communication for IT Administrator

- Event Planning/Facilities
 - Radio maintenance, ordering and billing
 - Sign permits
 - Event Planning meetings
 - Medical Response Team needs

- Risk Management/Security
 - Staff and volunteer background checks and motor vehicle records
 - Police Officer scheduling and payment
 - Assist Security Team as needed
 - Scanning and managing various files for storage

- Finance
 - Reconcile credit card statements monthly for Operations department
 - Follow accounting processes to collect, record and deposit all incoming money, as well as process check requests and internal account transfers
 - Track and maintain budgets
- 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 the Operations department
- General Duties
 - Schedule meetings
 - Document management and paperless filing systems
 - Submit room requests within CCB for all types of meetings/events
 - Manage volunteers in CCB for all the ministries under the Operations umbrella
- Meetings to be involved in:
 - Attend and participate in a monthly Office Administrative Team meeting
 - Attend weekly Staff Chapel on designated days
 - Attend Operations and Communications meetings as required or requested
 - Schedule and meet regularly with the Senior Executive Pastor and IT Administrator 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 customer relationship and online marketing software is a plus

This is a full-time position.