



Loving God.  
Loving People.  
Loving Life.

**Job Description:** Administrative Assistant to Outreach & Involvement

**Overview:**

The role of Administrative Assistant to Outreach & Involvement at Abundant Life Church is first and foremost to have a heart of service for Christ and support the church's mission of, "Reaching as many people as possible for Jesus Christ; Loving God, Loving People, Loving Life." This position reports to the Pastor of Outreach and Involvement, and is part of the Outreach & Involvement team. This team is responsible for helping people take next steps to connect at Abundant Life through baptisms, Connection, Membership, Discipleship, Serving, Lifegroups, Outreach, and Men's and women's opportunities striving to help first time guests to become fully participating members.

**Minimum Qualifications:**

- Demonstrates a growing, positive relationship as a Christ follower
- Is a member or in process of becoming a member of Abundant Life Church
- Is familiar with Microsoft Office programs and is proficient in writing
- Education: High school graduate (or equivalent), Associates Degree or further education preferred
- Excellent verbal and written communication skills, as well as good multi-tasking skills
- Pleasant demeanor while answering and talking on the phone
- Data entry and database report generation skills
- Works well in a team environment with both staff and volunteers
- Organized, forward thinking, and takes initiative

**Primary Responsibilities:**

- Provides direct administrative support to the Pastor of Outreach & Involvement
- Helps manage the Pastor of Outreach & Involvement's calendar and schedule
- Assists the Pastor of Outreach & Involvement in managing department budget
- Organizes Pastor of Outreach & Involvements office and keeps files current
- Keeps Outreach & Involvement serve file structure current and organized
- Creates weekly team meeting agenda & keeps team meeting minutes and notes

- Serves as the team champion for the church Database
- Manages department jotform requests
- Manages the volunteer the volunteer interests and assigns contacts to the appropriate person
- Provides administrative support for ROOTED
- Orders team resources as need for ROOTED, Lifegroups, Mission teams, etc.
- Edits and preps materials for Outreach & Involvement events as needed
- Updates and creates powerpoint presentations for Outreach & Involvement events as needed
- Provide administrative support during Lifegroup Seasons as needed that includes: catalog building, data entry for sign-ups and Lifegroup building, new group formation follow-up, training event prep, and communication
- Attends the weekly admin huddle
- Provides team event support such as making room reservations, registration set-up, follow-up and facilities coordination
- Other activities as assigned by the Pastor of Involvement

**General Expectations:**

- Complies with Abundant Life Church policies as outlined in the Employee Handbook
- Participates in staff chapels, meetings, retreats, and events as required by supervisor
- Provides excellent customer service to fellow staff, the church body, volunteers and the community
- Is capable of dealing with highly confidential information as outlined in Abundant Life Church policies and procedures

*The above statements are intended to describe the general nature of this position and the level of work performed by the employee in this position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*