

Job Title: Next Steps Assistant
Reports to: Director of Next Steps
Classification: Non-Exempt
Status: Part-Time

SUMMARY

The Next Steps Assistant provides a variety of administrative tasks for Next Steps ministries – Small Groups, Adult Discipleship, Outreach, and Online.

ESSENTIAL FUNCTIONS

- Provides administrative support for Next Steps ministries (e.g., prepare, copy, and distribute the weekly document for Small Groups)
- Assists in support for special events and projects (e.g., Tree Lighting, Love Lehigh Valley, Baptisms)
- Responds to and resolves Next Steps administrative inquiries and questions
- Retrieves information, as requested, from mail and other relevant documents/sources; follows up accordingly
- Assists with prayer ministry, including scheduling volunteers for Prayer Works
- Proofread content, i.e., slides for presentations
- Provide back-up coverage to the Receptionist as need
- Performs other relevant duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High School diploma or equivalent
- Two years administrative experience
- Excellent organizational, collaboration, and communication skills (written and verbal)
- Proficient in the use of Microsoft Word, Excel, Outlook, Power Point, and aptitude to learn other software applications
- Ability to manage multiple priorities and to keep workflows moving across several ministry areas
- Detail oriented, organized, and skilled in time management
- Ability to develop and maintain good working relationships at all levels of the organization, including ministry volunteers

TIME COMMITMENT

28 hours per week, occasional Sundays and/or an evening

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This is largely a sedentary role. This would require the ability to sit, bend, stand, and lift (up to 15 pounds).

WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers/printers.

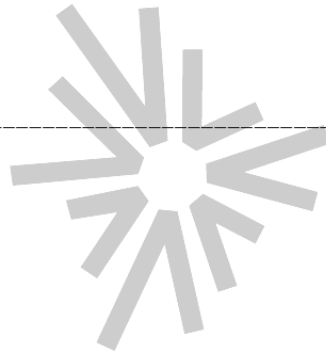
OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____



faith church