

Position title: Administrative Assistant (A.A.)

May 2019

Note: this position is a maternity leave position that will begin in June 2019 and end July 2020 with the possibility of becoming a permanent position.

Position summary:

This individual will be responsible to assist SouthRidge Fellowship's ministry staff and ministry leaders in living out our mission and fulfilling our God given vision. This person serves as a key communication point person to the congregation through website updates, social media oversight, printed material and SouthRidge Connect platform. This position requires the skills and creativity to handle a variety of tasks with efficiency and care.

Position accountability:

This individual is accountable to the Executive Pastor.

Key position responsibilities:**1. Organizational and administrative tasks:**

- Sunday Mornings – assisting in the production and designing of Sunday morning media, programs, and promo material as requested.
- Partnership meetings – take minutes of meetings.
- Assist the Staff in updating Sunday Messages board.
- Segment Ministry tasks and connecting them with office info.
- Internal phone directory updating and distributing.
- Other duties as given by Executive Pastor

2. Communication

- Giving overall leadership to church communication and processes of communication.
 - Assist other Admin staff to ensure proper and effective communication is pursued.
- Website –manage of the website, including weekly updates and the information management of the site.
- Keep the church's social media pages current and effective.
- Oversee the Community Board at office entrance.

3. Church Office

- Assist the Executive Pastor in the operational functions of the church office.
- Work with other Admin staff in team atmosphere to ensure proper function and effectiveness is achieved.

4. Events

- Work with staff and ministry leaders when church events are occurring as needed.

5. Church Ministries

- Assist Soccer Camp by setting up processes for pre-registration, registration and camp forms as well as participate during event.
- Assist the Thrive ministry by overseeing scheduling, respite events and updating forms and board in Thrive room.
- Assist Care Director with admin tasks.
- Be able to give oversight to SouthRidge Connect back office
 - Keep up to date on program changes, relay relevant info, and provide training as necessary
 - Complete login requests
 - Troubleshoot issues and contact support if necessary
- Assist ministries on an as need basis in coordination with the Executive Pastor.

6. SouthRidge Fellowship Staff

The Administrative Assistant as part of the SouthRidge staff:

- Will be required to attend staff meetings where all staff is required.

- Will attend one professional development experience annually, to be approved by the Executive Pastor.
- Contribute to the broader fulfillment of the mission and vision of SouthRidge and the accomplishment of long and short term goals of the church by working with other staff and ministry leaders.
- Will work as a liaison with all the ministries of SouthRidge and will help facilitate the flow of communication between staff and ministry leaders.

Qualifications expected:

1. Character

This individual will:

- Have a heart for God and an active and growing personal faith in Jesus Christ that bears evidence of the fruit of the Holy Spirit.
- Understand, agree with, and live out the vision and values of SouthRidge Fellowship.
- Demonstrate a servant's heart, a teachable spirit and have an optimistic outlook.
- Be known for friendliness, compassion, patience, integrity, and possess emotional stability during trying circumstances and have the ability to maintain confidentiality.
- Demonstrate loyalty to the team and balance initiative and self-management with support of the other members of the team.
- Have the support of their spouse (if they are married) to work in this position.
- Be able to communicate well with all types of people and all ages of people.

2. Skills

This individual will:

- Possess good interpersonal relationship skills for handling phone conversations, personal contacts, sensitive Pastoral discussions and general street traffic.
- Possess good desktop publishing skills (Microsoft publisher and Adobe) for the development of promotional materials, newsletters, brochures, worship bulletins, forms, reports, etc...
- Possess general secretarial skills, including basic grammar, writing, proof reading and editing.
- Possesses an operational knowledge of all office machines.
- Possess flexible learning skills with more advanced computer knowledge.

Terms of employment:

This position is 40 hours per week. This position also requires some flexibility for evening meetings or ministry activities as directed by the Executive Pastor. Reasonable time off will be provided during the normal working hours as "comp time" as needed.

This individual will be remunerated according to terms worked out by the Executive Pastor and mutually agreed upon by the individual.

This position is entitled to 10 paid vacation days per year. Medical and RRSP benefits are available after the 90 day probationary period and are subject to the policies out lined in the staff manual.

This individual will have a criminal record check and complete SouthRidge Fellowship's child protection policy. If a prior criminal record is revealed, this may result in a reconsideration of this person's application.

This position will begin with a probationary 90 day period during which either party may terminate the work agreement. At this time an evaluation will also take place. Subsequent reviews will take place annually according to the process outlined in the staff manual.

This relationship may be terminated by the individual with 30 days written notice. The Executive Pastor may dismiss the individual with 30 days' notice for failing to meet the character qualifications or failing to fulfill the ministry job description.

Please send cover letter and resume to search@southridgefellowship.com