

# THE CHURCH OF **Eleven22**

**Position:** Campus Administrative Assistant

**Reports to:** Campus Pastor

**Supervises:** N/A

**Classification:** Full-Time

**Location:** San Pablo

**Organization:** The Church of Eleven22

## **Objective**

Responsible for providing administrative support to the Campus Pastor, so that they can best serve The Church of Eleven22 at a strategic level in a prepared, focused and intentional way.

## **Key Responsibilities**

- Directly manages administrative details of the Campus Pastor
- Assist in the coordination and collaboration of campus ministry team and central ministry teams, specifically to include standard operating procedure for funerals
- Manage all forms of communication and integration among team members, congregation members and community to ensure high levels of touch, effectiveness, collaboration and follow through
- Coordinate ministry initiatives, MAPS, ministry budget and daily tasks of multisite ministry areas as directed by Campus Pastor
- Communicate and coordinate with ministry coordinators and administrative team regarding team priorities and deliverables
- Implement hospitality initiatives for events at campus
- Tier one and tier two support of central ministry teams

## **Competencies**

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Strong working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel)
- Ability to work with database information (ROCK)
- Knowledge of standard administrative practices and procedures
- Ability to interact effectively with individuals at all levels within and outside of the church in a professional and confidential manner
- Ability to think strategically and offer solutions
- Ability to multitask with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative
- Demonstrated ability to build organizational relationships/partnerships
- Excellent written and oral communication skills
- Ability to develop priorities with the right balance of short and long-term wins
- Demonstrated ability to make disciples who make disciples



## **Education & Experience**

- Minimum of five years of administrative assistant experience, to include supporting executive level leaders
- Associate degree preferred

## **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work may vary depending on church need.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

## **Code of Conduct**

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1<sup>st</sup> and decide 2<sup>nd</sup>
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.