

Administrative Support

Position Description

Position Grade: Part Time, Hourly; Approximately 20 hours per week

Primary Ministry Teams: Operations Team

Reporting Relationship: Executive Administrator

Member of Cross-Campus Teams: Guest Services Team

Purpose

The Administrative Support will help people find their way back to God by providing clerical duties to the campus office, ministry staff, and volunteers. Led by the Executive Administrator, this position will also assist with church-wide events and administrative systems, while providing a welcoming atmosphere. Providing coordination and leadership of guest services will be a primary focus of this position.

Responsibilities

- Provide administrative support to all campus staff and volunteers
- Complete duties as assigned by the Executive Administrator
- Greet guests, answer phones, direct calls, and deliver messages as needed
- Provide administrative preparations for Sunday services and all church-wide events, such as Discover, Partnership Classes, One Baptism, Fall & Easter outreach events, other outreach events
- Provide timely follow up to guests of Sunday services and church-wide events
- Maintain a proper inventory of supplies
- Coordinate the campus communications calendar by keeping it updated, utilizing it to help guide communication strategies and regularly updating staff on upcoming events
- Aid in implementing administrative systems of the campus
- Accurately and consistently maintain and utilize the Planning Center People database in order to provide follow-up and tracking with guests and partners
- Regularly attend campus staff meetings and attend Harbor Churches staff meetings
- Prepare communications in an efficient manner in accordance with the Executive Administrator and the Harbor Churches Communications Director, including but not limited to:
 - The SHinfo@harborchurches.org email address
 - Weekly Constant Contact emails
 - Assigned social media posts, including Facebook
 - Designated information on campus website
- Organize and maintain the contents of worship center seat backs, such as connection cards and giving envelopes
- Engage all technology, web, and mobile applications used by the campus, including Slack Asana, Planning Center, Google Drive, and other software/technology tools
- Collaborate with other Harbor Churches administrative support staff
- Oversee all Guest Services teams and systems, including Connecting Point Hosts, Cafe Team, Greeters
- Ensure that all volunteers are recruited, trained, and equipped to lead the various aspects of the Guest Services ministry
- Make Guest Services volunteers feel energized and cared for in their volunteer experience

Requirements

Minimum requirements for the position include experience in the administrative field, attention to detail, a technological aptitude, a high level of organizational and interpersonal skills, the ability to handle multiple projects, and a desire to equip volunteers. As with all church staff positions, the Administrative Support must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart. Sunday mornings are considered a workday for this position.

Preferred Schedule

Monday	Variable	
Tuesday	9am - 4pm	6 hours Tuesday is not an optional day due to staff meetings
Wednesday	9am – 4pm	6 hours
Thursday	9am - 4pm	6 hours / Variable*
Friday	Standard day off	Note: Some weekend hours may periodically be required for special events
Saturday	Standard day off	Note: Some weekend hours may periodically be required for special events
Sunday	8:15-12:45	4.5 hours

*The above listed hours totals only 22.5 hours. Some of this time may be flexible (i.e. option to work Wednesday and Thursday 4 hours each day, etc).

Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

To Apply:

- Submit your resume and cover letter to:
 - ◆ careers@harborchurches.org
 - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening