



Administrative Support/Discipleship

Position Description

Position Grade: PT/Non-exempt/Hourly
Ministry Team: Discipleship
Reporting Relationship: Executive Administrator

Position Description: The Administrative Support provides support for adult ministries, the Pastor of Discipleship, and the Executive Administrator.

Position Responsibilities:

- Provides administrative support to the Pastor of Discipleship
- Provides administrative support for Hope Harbor registration, attendance, class preparation, follow up, and the meal ministry of Hope Harbor
- Provides administrative support for small group registration, leadership, and communications
- Provides administrative support for ministries of Discipleship, including communication with participants and volunteers
- Provides administrative support for infant baptism classes and baptisms, including communication with participants and staff
- Collaborates with other Harbor Churches administrative support staff
- Provides support to the Executive Administrator as needed
- Engages all technology, web and mobile applications, including Planning Center/Church Center, Slack, Asana, Google Drive/Calendar, and other software/technology tools
- Provides text for website updates
- Maintains accurate and organized Discipleship records
- Assists with volunteer appreciation
- Maintains supplies for Discipleship ministries and events
- Manages email and written communications
- Attends meetings as directed

The Administrative Support/Discipleship is a part-time, hourly position (15-20 hours). Requirements of the position include attention to detail, organizational aptitude, excellent communication skills, and the ability to work well with staff and volunteers. As with all Harbor Churches positions, the Administrative Support must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

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