



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Classification: Full-Time, exempt

Compensation: TBD (based on experience)

SUMMARY

The primary responsibilities of the Administrative Assistant are to provide **administrative support to The Well's staff team** and **oversee the management of The Well offices**. This position reports to the Executive Assistant.

This individual possesses the gifts of administration, hospitality, and discernment and has excellent communication, planning, and time management skills. In addition, they have solid experience (2+ years) providing administrative support, 1+ year of office management experience, value and protect diversity, and display excellent interpersonal skills to build quality relationships within a team.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. The administrative needs for the staff team are anticipated and fulfilled promptly with excellence in such a way that allows them to be able to focus on their ministries and duties more efficiently and succinctly.
2. The offices are effectively managed to ensure a clean, organized, welcoming environment for the staff and guests.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Support the staff team administratively, including but not limited to: setting up and overseeing Registrations, Services and Groups in PCO”), building forms and printing materials for meetings, classes or events, maintaining the staff info calendar, processing reimbursements and vendor payments, coordinating office supply orders, maintaining the supply inventory, recording meeting notes, collating and distributing mail daily, setting up rooms for meetings and events, coordinating meal delivery (when needed), delivering team-wide communication, greeting visitors to the office and answering and returning phone calls and emails.
2. Oversee and manage the overall appearance and processes related to maintaining a clean and well-sourced office space for The Well Staff Team and visitors, including but not limited to: purchasing office supplies and equipment, maintaining proper stock levels, maintaining overall appearance and organization of office (supply closets, pantries, shelving, etc.), coordinating cleaning of office, overseeing the day to day upkeep (trash, dishwasher, etc.), providing full oversight for the printer, rent, internet and utility services, and acting as the liaison between The Well and Mosaic.
3. Thoughtfully improve upon policies and procedures, resulting in an efficient and innovative work environment.
4. Attend and participate in all staff meetings, events, and trainings.
5. Create an environment that upholds the Team Covenant and encourages camaraderie among teammates.
6. Identify areas of opportunity and proactively take steps to improve in those areas.
7. Fulfill other duties as assigned by the Ministry Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Above all, he/she has a personal affection for Jesus that is growing, sincere, and contagious.
2. Believes deeply in the mission of God, the mission of the Church, and the mission and vision of The Well.
3. 2+ years' experience serving in an administrative position or role similar in nature.
4. 1+ year of office management experience.
5. Ability to set up and maintain email systems, file-sharing systems, and calendars.
6. Proficient in Microsoft Office, Google Suite, and MailChimp.
7. Experience with church database systems is preferred but not required.
8. Excellent communication skills (both verbal & written).
9. Proven ability to work collaboratively with others.
10. Proven ability to manage multiple projects at one time and meet deadlines.
11. Self-starter with a strong work ethic and excellent time management skills.
12. Ability to determine next steps and create processes that move goals/objectives to clear, deliverable outcomes.
13. Ability to maintain utmost professionalism and confidentiality when handling sensitive information.