



JOB DESCRIPTION:

Job Classification: Part Time, exempt (20-25 hours weekly)

ADMINISTRATIVE ASSISTANT

Compensation: TBD based on experience

SUMMARY:

The Administrative Assistant will work independently performing a wide range of complex administrative duties in support of the current staff team and The Well Community Church at large. This role requires strong work ethic, attention to detail, a proactive and anticipatory nature, and an ability to handle multiple requests and projects simultaneously.

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

1. All assigned administrative duties are successfully implemented across the church at large.
2. Administrative needs of various staff team members and the church are anticipated and ultimately fulfilled in timely manner.
3. Effective organization & distribution of materials including but not limited to fulfillment of weekly print, resource development needs, prayer requests, management of communication for church members, management of office calendar, etc.
4. Administrative communication handled consistently and swiftly, ensuring church members feel needs are met in timely manner.
5. Willingness to serve in various additional roles as needed that will structurally / administratively benefit the church's overall goals.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Create bulletin and Well Weekly announcement copy each week.
2. Update and print all Sunday communication collateral (i.e. bulletin, connection card, etc.)
3. Management and upkeep of digital communication card systems, including Follow-up with those requesting more information from connection cards (within 24 hours), and maintaining REALM data entry weekly.
4. Manage personal and The Well's e-mail account (info@thewellaustin.com) e-mail daily and take all necessary action to respond promptly (within 24 hours of email receipt) to sender
5. Process reimbursements for staff team, volunteers, and elders, as needed.
6. Develop and maintain an office supply inventory list & ensure supplies are in stock at all times.
7. Run various errands such as receiving the mail at the Post Office, picking up supplies, print orders, hospitality and food for classes/events, etc.
8. Maintain, organize and update files via Dropbox and Google Drive.
9. Assist with scheduling, event organization and implementation as needed.
10. Remain flexible and available to serve in any other role or assigned duty as needed.
11. Serve as a leader weekly during Sunday worship gatherings on an operational team, leading and caring for volunteers.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

1. Proficient in Word, Excel, Google systems (G-Mail, Drive, Sheets, Docs), and creative communication programs. If not proficient, eager willingness to learn as needed (i.e. InDesign, Illustrator, DropBox, Google Drive, Photoshop, etc.)
2. General understanding of the "behind the scenes" structure of The Well's Sunday worship gathering.
3. Strong & prompt communication (both in person and by e-mail) & superior organizational skills
4. Works well with a team, and desires to be a family, not just an organization
5. Ability to plan, schedule, organize, and administer various aspects of planning and communication in timely manner.
6. Ability to problem solve and offers solutions, anticipating needs of leadership and church.
7. Ability to train others in administrative roles in case of exit from position.
8. Ability to disciple and develop leaders and ability to help with discipleship in The Well's system of spiritual formation.
9. Ability to coordinate & collaborate with elders, staff, and various lay leaders at The Well to help maintain vibrant communication.
10. A person of action, encouragement, and faith.
11. Proactive about being informed about what is coming & taking steps to solve potential problems before they arise.

ADDITIONAL BENEFITS:

- Access to The Well Staff Team office + amenities (*includes gym, pool, lounges, theater, and conference rooms*)
- 2 weeks paid time off + Team Holidays.
- Cell phone reimbursement (*\$50/monthly*).
- Credit Card privileges and monthly allowance for various meetings and discipleship (*\$100/month*).

Position reports to Nick Brandt (Executive Pastor)