

# EMBASSY CITY

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<b>Job Title</b>	Administrative Assistant for Adult Ministries
<b>Department(s)</b>	
<b>Reports to</b>	Adult Ministries Pastor
<b>FLSA Classification</b>	
<b>Status</b>	
<b>Location</b>	Irving, TX

## Vision Statement

We **Come** to know God, **Grow** in Faith, and **Go** change the world.

## Staff Values

- We are Honest, Open, & Transparent
- We Collaborate
- We Value each other
- We call our own fouls
- We inspect what we expect

## Organizational Level Requirements

Requirements include, but are not limited to:

Proficiency in meeting task deadlines/timelines. Excellent time management.

Present facts in an organized manner. Provide adequate details for potential solutions. Collaborate with teammates and Embassy City support staff for resolution.

Relational Connections · Congregation members, attendees and their families · Embassy City ministry and support staff

Promote Church Culture Codes: (**HOT, Generous, Walk, Multi-Church, Serve, Joy, Honor**)

## Job Description

The Administrative Assistant for Adult Ministries is responsible to support the Adult Ministries Pastor and teams by implementing the vision of Embassy City Church.

This role is instrumental in maintaining accurate records and ensuring seamless administrative operations.

### **Core and Technical Competencies critical to this position.**

Primary job responsibilities include, but are not limited to:

Communication:

- Weekly communication with Pastor and teams of Adult Ministries area.
- Draft Standard Operating Procedures (SOPs) under the guidance of Adult Ministries Pastor.
- Oversee communication through various ministry areas.

Data:

- Run and export reports from Ministry Platform (MP), Excel, Planning Center Online (PCO), and Microsoft Teams.
- Collect and analyze data.
- Track and report project status on an as-needed basis.
- Provide support for all administrative and technical aspects of team activities.

Calendar and Records Management:

- Maintain records: including calendars, meeting records, and meeting logistics.
- Collaborate with the team to organize and manage materials.

Logistics and Support:

- Coordinate logistics for in-person meetings, including print materials.
- Provide daily support to the Adult Ministries Pastor and Embassy City Staff.

### **Qualifications include**

- 3+ years of professional or ministry experience preferred.
- Bachelor's Degree required from an accredited college or university.
- Proven track record of leadership and character
- Demonstrated faith and commitment to God, and family.
- Must agree with, support, and live by the Embassy City Church *Statement of Faith*

Skills:

- Proficient in MS Office and MS 365.
- Proficiency in church data management systems.
- Meticulous attention to detail with well-developed problem-solving skills.
- Ability to learn and adapt to new software and tools.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.
- Strong organizational and time management skills.
- Knowledge of data and administrative management practices.
- Self-starter with a proactive approach to tasks.

- Effective management of people, tasks, and resources
- Problem Solving—Defining problems and discerning solutions.
- Informing—Provide accurate information in timely manner to all team members.
- Motivating—Create climate of team excellence, empowerment, and encouragement.
- Organizing—Align people, tasks, and resources to accomplish desired outcome.
- Ability to multi-task