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Position Title:	Connect Administrative Assistant, Central
Hours/week:	10-20 (part-time)
Reports To:	Connect Director
Classification:	hourly/non-exempt
Pay Range:	\$18.50-\$20.00 per hour, depending on experience
Benefits:	eligible to participate in 403(b) retirement plan; paid sick leave earned at rate of 1 hour for every 30 worked

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

- A. Assists with administrative leadership and oversight to Connect Ministries
  - 1. Uses website and database to support Connect Coordinators and their respective Connect Groups as they manage leaders and participants
  - 2. Supports Director by using church database to develop/maintain administrative systems for Connect to serve key ministry areas (e.g., Guest Connect Process, Woodmen Welcome and Connect Serving Teams)
  - 3. Coordinates facility requests for Connect Ministries activities
  - 4. Manages Connect Central accounts: reconciles expenditures and orders supplies, as needed
  - 5. Assists with planning and executing Connect Ministries special events
- B. Supports the director with School of Ministry Summer Interns and Residents
- C. Participates in regular meetings with director and department staff
- D. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

- 1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
- 2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
- 3. Five years general administrative assistant/secretarial experience
- 4. Proficiency in Word, Excel, PowerPoint, and Outlook; ability to quickly learn databases
- 5. Excellent organizational and administrative skills
- 6. Detail-oriented and flexible with a team spirit
- 7. Ability to lift and carry up to 25 lbs.
- 8. Reliable transportation