



JOB DESCRIPTION:

ADMINISTRATIVE ASSISTANT

Job Classification: Full Time, Exempt

Compensation: TBD

SUMMARY:

We are currently seeking an experienced full time Administrative Assistant to provide both routine and advanced administrative support to The Well staff team, leadership and the church family at large. This individual is professional, hospitable, loves engaging with people, has a proactive and anticipatory nature, has excellent communication and interpersonal skills, knows how to organize and prioritize tasks and most importantly finds deep joy in serving in this capacity to advance the mission and vision of The Well.

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

1. Administrative needs of the staff team are anticipated and ultimately fulfilled in a timely and effective manner.
2. All guests having a positive experience when visiting The Well offices due to the high level of service and hospitality offered.
3. The offices are clean, organized, presentable and stocked at all times.
4. External requests are fulfilled consistently and swiftly, ensuring church members feel needs are met in a timely manner.
5. A willingness to serve in additional roles, as needed, that will structurally & administratively benefit the church's overall goals.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Provide superior administrative support, including, but not limited to, scheduling meetings, overseeing calendars, maintaining data, making travel arrangements, purchase acquisition, running errands, setting up for events, responding to phone calls, transcribing meeting minutes, greeting visitors, checking and delivering mail, offering tech support (i.e. printer setup) etc.
2. Prepare communications, such as memos, emails, invoices, reports and other correspondence.
3. Maintain the church database platform and serve as the 'expert' for understanding its full functionality in order to train key staff team members.
4. Manage The Well Austin's email account daily and take all necessary action to respond promptly to the sender.
6. Process reimbursements for staff team, volunteers, and elders, as needed.
7. Develop and maintain systems and processes that help the staff team move more effectively and efficiently
8. Engage in meeting, class and event setup and implementation
9. Serve as the staff lead to one ministry team on Sunday mornings
10. Remain flexible and available to serve in any other role or assigned duty as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

1. Proficient in Word, Excel, Google systems (G-Mail, Drive, Sheets, Docs), creative communication programs (i.e. InDesign, Illustrator, Photoshop, etc.) e-newsletter platforms such as Mailchimp and church management systems such as Planning Center Online. If not proficient, eager willingness to learn and ability to do so quickly and train others.
2. Strong & prompt communication (both in person and by email) & superior organizational skills.
3. Ability to plan, schedule, organize, and administer various aspects of planning and communication in a timely manner.
4. Ability to problem solve and offer solutions, anticipating the needs of leadership and church.
5. Ability to train others in administrative roles.
6. Ability to disciple and develop leaders and ability to help with discipleship in The Well's system of spiritual formation.
7. Ability to coordinate & collaborate with elders, staff, and various lay leaders at The Well to help maintain vibrant communication and project completion.
8. Proactive about being informed about what is coming & taking steps to solve potential problems before they arise.