



Position Available at Grace Polaris Church

POSITION TITLE

Administrative Assistant

WORKING HOURS

Full-Time (Monday–Friday, 9:00 a.m.–5:00 p.m.) or Part-Time

SALARY RANGE

Compensation for this position is based on education and/or experience.

DESCRIPTION

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. This administrative assistant position will represent Grace by welcoming and assisting all members and guests by greeting visitors and answering phone calls. Additionally this position will support other admins and church staff as needed.

QUALIFICATIONS

- Affirms and embodies Grace Polaris Church beliefs and values.
- Growing Relationship with God that bears evidence of Christian maturity in attitude, action, and speech.
- Minimum one year experience as an admin in a school, church, or business environment.
- High school diploma required, bachelor's degree preferred.
- A solid work ethic with a high level of flexibility, willingness to help others as needed, and ability to move quickly from task to task.
- Great attention to detail and ability to keep accurate records.
- Working knowledge of Microsoft Office and ability to learn Church Teams (Management software).

RESPONSIBILITIES

ADMINISTRATION

- Answer main church phone line and assist callers or redirect to appropriate staff member.
- Welcome guests at the secured front door by utilizing camera and phone.
- Receive deliveries and re-route as necessary.
- Receive and maintain the monthly time away calendar.
- Assist pastors/directors with scheduling room requests.
- Submit facility requests to service ministries on behalf of others.

COMMUNICATIONS

- Manage and prepare the monthly death anniversary cards and memos.
- Manage and prepare cards to have staff sign as needed.
- Facilitate weekly worship program and DVD mailings to shut-in members.

EVENT PLANNING AND COORDINATION

- Assist with planning special events for staff under the direction of the HR Director.
- Facilitate ice cream event when a staff member leaves.

PURCHASING

- Maintain kitchen supplies with co-purchasing with other staff.
- Manage staff office supply ordering and maintain the supply room.
- Manage the staff stamp sales and do bi-annual sales report.

CARE MINISTRIES BACKUP

- Be available to answer questions about care ministries when needed.
- Help with care ministry administration when regular admin is away.
This includes the daily hospital report, weekly family news information, and planning funerals.

OTHER

- Order books as needed.
- Provide backup to other administrative assistants as needed.
- Special projects for women's ministries as needed.

INSTRUCTIONS

If you are interested in joining our team in this position, please fill out the application for employment online or download the application and email it to Human Resources Director Mindee Berg (Mindee.Berg@GracePolaris.org).