



Covenant Church has an immediate opening for an experienced **Administrative Assistant** to serve in our Family Life department at our **Carrollton** campus. This position supports our Family Life department's daily operations by performing administrative functions as part of a team responsible for this area of ministry. ***This is a full-time position working approximately 40 hours/week.***

Please note the job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks as deemed appropriate.

**Duties include, but are not limited to:**

- Maintain Family Life calendars and schedules
- Answer phone and maintain message log
- Draft all correspondence
- Arrange conference calls, meetings, and appointments\Specify action items in meeting notes and track and aide their completion
- Prepare, organize, manage and execute all administrative preparation for each Family Life class, Individual and/or Marriage Coaching request, event, and program from beginning to end
- Maintain data records in PCO regarding Family Life volunteers, attendees and staff
- Consistently communicate with Family Life groups such as RENEW, Premarital classes, Individual and Marriage Coaching, and others
- Maintain daily sorting and responses as needed for Family Life mailboxes and others
- Submit all necessary needs for Family Life to Marketing and Event U paying close attention to deadlines and location needs
- Responsible for all administrative functions for a Family Life special event such as registration, vendor research and negotiation, recruiting and scheduling of volunteers working with Assimilation Coordinators and Special Event Coordinator to ensure all volunteers are properly vetted per Covenant policies and procedures
- Work closely with specific departments to maintain open and clear communication of all moving pieces to obtain flawless order during a class, program, or event
- Keep office clean and neat
- Be proactive and seek ways to create proficiency within office
- Assist other staff and departments as deemed appropriate
- Maintain website regarding Family Life programs and classes, keeping verbiage relevant and concise
- Set up, attend & break down for various meetings, classes, and special events
- Review and code invoices in preparation for approval/signature
- Create and maintain various reports, presentations, spreadsheets and databases
- Other duties as assigned

**Knowledge/Skills Required:**

- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Must accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
- Must be proficient in MS Office (Advanced: Outlook, Word, Excel, Power Point)
- Customer Service oriented
- Must be able to maintain the strictest level of confidentiality
- Extensive organizational and time management skills
- Must be able to work in a deadline-driven environment
- Must possess the ability to produce in a fast-paced environment
- Must possess a "can-do" attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor
- Proven experience in office environment
- High School Diploma
- 3-4 yrs. experience preferred (and/or an equivalent combination of education and experience)

- Fellowship One +
- Non-profit +
- Planning Center +

**Ability to:**

- Understand and follow oral and written instructions and directions
- Prioritize and organize a variety of tasks and responsibilities (multi-task)
- Establish & maintain effective working relationships with all Covenant Church Staff
- Communicate effectively
- Process and research from an analytical standpoint
- Problem-solve
- Reliable and energetic
- Self-motivated

**Must be/have, but are not limited to:**

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal Spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional hours including nights & weekends (as needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands and spine
- Must be able to lift 15 lbs.
- Must be 18 years of age
- Must have valid State Driver's License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +