# urban-grace-no-heart-logoUrban Grace

# Job Description and Qualifications

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| Position: | Administrative & Program Assistant |
| Department: | Operations |
| Reports To: | Director of Operations and Pastor |
| Type of Position:  | Part-time, 20 hours/week, non-exempt, flexible schedule |
| Issue or Revised Date: | 5/4/18 |
| Compensation: | $16.50/hour |
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| **Basic Summary**This position will assist with the administration of Sunday morning worship and general church administration.**Essential Job Functions**  |
|  | **Worship**: * General:
	+ Coordinate liturgy activities (i.e. storytelling, communion, etc.)
	+ Creation and distribution of weekly Order of Worship to all relevant volunteers
	+ Coordinate and recruit all Sunday morning volunteers
	+ Sanctuary set up and maintenance
	+ Creation and distribution of weekly bulletin and Powerpoint/videos
* Art Team:
	+ Coordinate and organize seasonal meetings to discuss upcoming liturgical season and plans
	+ Manage supplies needed and keep prop room organized
* Liturgy Team:
	+ Coordinate and organize seasonal meetings to discuss upcoming liturgical season and plans
* Music Team:
	+ Coordinate and organize seasonal meetings to discuss upcoming liturgical season and plans
	+ Track songs for each season as discussed and keep each band informed through worship planning software or other database
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|  | **Communications**: * Creation of all in-house print and web-based communications including any newsletters, special event postcards/posters, directories, etc. as well as Mailchimp updates
* Market and promote all Urban Grace and/or specified community events through print, web and other media outlets and utilize media and community contact list
* Create and maintain an efficient database for all Urban Grace communications, both mailing, phone and e-mail addresses
* Website updates
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|  | **Program Teams (Social Justice, Hospitality, Congregational Care)**: * Provide support to volunteer team leaders, coordinate and attend meetings, and communication to staff
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|  | **General Administration**: * Track attendance and prayer requests
* Organize mailings
* Order and organize supplies
* General volunteer recruitment
* As needed: answer phones and respond to emails, assistance in grant writing, and special event assistance
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|  | Other duties as assigned. |

**Qualifications**

* Reliable, honest, self-motivated and hard-working
* Technically savvy and a quick learner
* Caring attitude, excellent people skills, and high integrity
* Able to work under deadlines and be flexible to handle the changing needs of the church
* Respect all people and the Christian church

**Preferred Requirements**

* Education: Bachelor’s degree (B.A./B.S.) or equivalent in Administration or related discipline (preferred).
* Experience: One year related experience in Administration and/or Communications
	+ An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
* Fluent in Microsoft Office programs Word, Excel, Publisher, and Powerpoint
* Strong verbal and written communication skills in English
* Certification/Licensure: current driver’s license and insurance

**Physical Demands**

* While performing the duties of this job, the employee is regularly required to talk, hear and type at a computer.
* Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

1. General office working conditions, the noise level in the work environment is usually quiet.

**Urban Grace is an Equal Employment Opportunity employer.**