



Position: **ADMINISTRATIVE ASSISTANT to Freedom/Care Department**
Department: **Freedom/Care**

POSITION

The purpose of the Administrative Assistant (AA) role for Centerpoint Church is to provide leadership support to the Freedom Ministries Pastor and Care Pastor.

ACCOUNTABILITY

The Administrative Assistant will be directly accountable to the Freedom Ministries Pastor.

FIT

The AA should be a highly professional and positive person with a passion for the Lord and His work at Centerpoint! The right person is detail-oriented, organized, efficient, and responsible. This role interacts with all members of the church; staff, ministry leaders, volunteers, and attendees, directly representing our Freedom and Care pastors. The role requires flexibility, utmost confidentiality, and grace while dealing with emergencies and those who may be hurting.

It is expected that the person in this role is a regular attendee of Centerpoint's weekend services, is spiritually mature, and is able to model the Christian life and financial stewardship. This person is a Covenant Member of Centerpoint Church.

This position is 20 hours/week.

IDEAL SPIRITUAL PROFILE

- 1) **Spiritual Engagement:** Desiring to encounter the presence of God, they actively engage in spiritual practices and foster a deep connection with faith.
- 2) **Spiritual Gifts:** They utilize and develop their spiritual gifts to contribute to the community's growth and well-being.
- 3) **Empathy and Compassion:** A deep understanding and sensitivity to the needs of others.

IDEAL PERSONAL PROFESSIONAL PROFILE

The Freedom/Care Admin Assistant should be a person who has these characteristics:

- 1) Experience in administrative management
- 2) Spiritual gifts of administration, service, and discernment—and love for Jesus!
- 3) Proven ability to use and learn various office software including, but not limited to: G Suite, database platforms, and data collection systems
- 4) Purpose-Driven: Their work aligns with a higher purpose, aiming to create meaningful and lasting impacts in every task.
- 5) Adaptable: Open to change and new experiences, they embrace opportunities to evolve and improve.
- 6) Innovative Thinking: Imaginative, original, and innovative, they constantly seek new and better ways to serve and glorify God.
- 7) Problem-Solving: Their creative approach enables them to find unique solutions to challenges, making them invaluable in a dynamic environment.
- 8) Organizational Excellence: Demonstrated ability to manage multiple tasks and priorities efficiently.
- 9) Effective Communication: Strong verbal and written communication skills, with the ability to connect with diverse audiences.
- 10) Be a gatekeeper; courteous to each person while protecting the staff team's time.

EDUCATIONAL EXPERIENCE:

- 1) Degree in administration or equivalent in experience and education (preferred but not required)

KEY RESULTS AREAS

1. Administrative

Oversees and assists with all administrative duties as they pertain to the Freedom/Care Pastors

- Keeps Freedom/Care calendar, schedules appointments, and provides phone support.
- Assist with printing, cutting, and distributing various materials.
- Ensures Freedom/Care offices have supplies and needed resources (some errands required).
- Filing and clerical support as needed.
- Takes minutes at meetings as needed.
- Compiles expense reports for the Freedom and Care pastors.
- Complete and submit forms (i.e. check requests, reimbursements) as directed.

2. Project Management

Oversees the completion of projects and tasks for self and Freedom/Care Pastors

- Manages projects as assigned.
- Provides support and coordination to Freedom/Care teams.
- Anticipate and coordinate project communications.
- Support initiatives that are implemented through Freedom/Care.
- Assists with keeping Freedom/Care pastors on top of production timelines; decisions on events, reports, trainings, meetings, etc.

3. Communication

Provides support for all communication needs for the Freedom/Care Pastors

- Maintain confidentiality of all sensitive information & requests.
- Assist with the development, design, writing, editing, production, and/or sending of communication to staff and broader church on behalf of Freedom/Care pastors as needed.
- Responsible for communicating pertinent information as to how things are working at Centerpoint to the Freedom/Care pastors as needed.
- Assist with graphics/PowerPoint/social media preparation as needed.

4. Event & Meeting Planning

Assists the Freedom/Care pastors in planning and executing events with excellence

- Coordinates in-office events and meetings under the scope of Freedom/Care pastors (Team Rallies, Staff Fun Days, etc).
- Manages communication with staff, volunteers, and guests as needed.
- Researches and suggests event concepts.
- Adheres to an event budget.
- Creates agendas and shares with necessary staff members.
- Fully coordinates day-of responsibilities from set up, purchasing, and tear down.
- Communicates and requests materials and support from other departments within the given time frame.
- Assures that the event aligns with the mission and vision of the department and Centerpoint.
- Maintains professionalism and brings a can-do spirit to challenging moments.
- Supports Freedom/Care pastors with events and additional duties as assigned.

5. Data Management

Provides efficient and consistent collection and entry of data

- Pays attention to detail when managing data.
- Responsible for maintaining and collecting necessary data for entry into the Rock platform.
- Produces results and maintains efficiency with no oversight.

POSITION EXPECTATIONS

TIME

As the Freedom/Care Admin, it is your responsibility to fulfill the expectations of this role as described and as directed. Ensure collaboration with other departments and ministry areas through clear communication.

- The majority of your time will be on-site.
- This position is a part-time, 20-hour/week position and is non-exempt.
- This position is an hourly position.
- The Freedom Pastor will coordinate the weekly schedule.
- Attend 10:00 am Team Rally (*1st & 3rd Tuesday of the month*).
- Attend quarterly all-staff events such as Leaders' Advance, Thanksmas party, etc.

CONDITIONS

- Candidates must be cleared through a background check
- Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church, including Biblical values related to holiness & human sexuality (as expressed in the FMCUSA book of discipline).
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers, and the people we serve
- Be present at Sunday service; participate in generosity to Centerpoint Ministries through tithing
- Develop your unique voice within the team
- read and agree to abide by the policies of our Employee Handbook

Employee Signature: _____

Date: _____

Name (print): _____

Supervisor Signature: _____

Date: _____

Name (print): _____

Title: _____