

Autumn Ridge Church

Rochester, MN

Job Title: Church Engagement Administrative Assistant

FLSA Status: non-exempt

Work Hours: 40 hours per week

Report to: Church Engagement Pastor (CEP)

The Context

We exist to lead people to be fully devoted followers of Jesus. We desire to be a church of all cultures where curious, skeptical, and hurting people love to attend. We believe that God has uniquely positioned us to be Gospel-influencers throughout southeast Minnesota and around the globe. As a destination city for the medical and tech industries, we want to answer the call of Christ by reaching the estimated one hundred thousand Rochester residents who have no connection to the Gospel of Jesus Christ.

The Role

Autumn Ridge Church is seeking an individual to serve as our Church Engagement Administrative Assistant, partnering with the Church Engagement Pastor and the Church & Community Engagement Team to further the mission of Autumn Ridge Church. Church Engagement aims to provide support for those in our congregation and community who are experiencing life transitions, loss, addiction, or short-term needs. This role will help facilitate pastoral duties primarily through administrative assistance, organizational support, coordinating multiple avenues of communication and care, project management for events, providing input to strategy and goal setting, supporting other leaders and volunteers, and helping the Church Engagement Pastor grow in leadership and influence.

Character

Devoted Jesus-follower, possessing spiritual maturity and established in spiritual disciplines, above reproach in conduct, able to lead, teachable, and a team player. Demonstrates humility, compassion, poise under pressure, and a heart to follow God. Maintain the Mission, Vision, Values of Autumn Ridge through Church Engagement ministry implementation.

The Responsibilities

- Organize the ministry's project list and weekly priorities.
- Complete action items, meet necessary deadlines, and track wins and losses.
- Manage the CEP's appointments, calendar, contacts, and email.
- Prepare the CEP for meetings by highlighting priorities, helping finish assignments, reviewing previous meeting notes, and discussing any potential problems or concerns.
- Manage external requests for ministerial services.

- Provide administrative support as the team builds and strengthens internal care support groups, pastoral care teams, and care for external ministry partners.
- Work alongside the CEP to develop a strong volunteer culture by managing databases, logistical details, and recruiting and coordinating volunteers.
- Develop and track metrics by which each ministry can measure and strategically plan for greater effectiveness.
- Work in partnership with the administrative team at Autumn Ridge Church.
- As needed, provide leadership to Care Ministry, Recovery, and Support Groups.

Core Competencies

- Detailed yet creative.
- Able to be flexible with tasks.
- Excellent communicator on the phone, in writing, and in person.
- Self-motivated and able to work with minimal supervision.
- Can maintain a level of confidentiality.
- Build and lead volunteer teams.

Essential Skills

- Learn and become an expert in all Planning Center applications (our CRM).
- Process Volunteer Leader Applications.
- Assist ministry leaders with recruitment and volunteer leaders.
- Manage and complete projects with excellence.
- Experience with and a working knowledge in Mac and M/S Office software, database management, and social media.
- Maintains a consistent, positive & helpful attitude.
- Excellent grammar and editing skills.

Requirements of Autumn Ridge involvement

- Embody to the church and the community our mission, vision, and values.
- Attend a worship service each weekend when not on vacation.
- Take vacation.
- Be in a small group.
- Become a member.

Next Steps

- Get to know us at autumnridge.church.
- Send your resume and cover letter to jobs@autumnridge.church.