

Autumn Ridge Church

Rochester, MN

Job Title: Family Ministry Administrative Assistant

FLSA Status: Non-exempt

Work Hours: Part-time, average 25 hours per week

Report to: Family Ministry Pastor

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. As a destination city for the medical and tech industries, we believe that God has uniquely positioned us to be Gospel-influencers throughout southeast Minnesota and around the globe. We estimate over one hundred thousand Rochester residents have little to no connection to the Gospel. We also believe we have a duty to steward our resources well as we engage with the three million annual visitors to Rochester, mainly for medical needs.

The Role

Autumn Ridge Church is seeking an individual to serve as our Family Ministry Administrative Assistant, providing high-level administrative support for the Family Ministry. They will help to ensure the ministry can efficiently accomplish church and department initiatives. This position requires a passion for families, kids, and students and an eye for detail. The qualified candidate will possess high leadership, administrative, and relational abilities that can be utilized within the ministry. They will help create and nurture environments that help families become fully devoted followers of Jesus.

The Candidate

Above all else, every staff person at Autumn Ridge should be continually striving in their next steps in becoming a fully devoted follower of Jesus. For this role, it is vital for this individual to be teachable, responsible, and a team player. They must be able to demonstrate humility, compassion, and poise under pressure. They must also be able to sign in good conscience our Statement of Faith, support for our Mission, Vision, and Values, and our staff lifestyle agreement.

Responsibilities

- Manages and completes projects with excellence.
- Provide oversight and logistics for special events and projects.
- Partner with the Family Ministry team to build and lead volunteer teams.
- Be able to “direct traffic” by connecting people to the various ministries within Family Ministry.
- Learn and become proficient in all church management system (PCO & Hive) applications that relate to the Family Ministry.
- Assist the Family Ministry Pastor in effective ministry management.
- Ability to work on site during regular office hours.
- Flexibility to work on Sunday mornings, Sunday evenings, and Wednesday evenings when needed (to be determined in conversation with Family Ministry Pastor).

Core Competencies

- Excellent communicator through both verbal and written mediums.
- An understanding of emotional intelligence and interpersonal dynamics.
- Detailed-oriented, creative problem solver, and a spirit of optimism.
- Able to keep multiple “plates spinning.”
- Able to complete tasks and anticipate new ones with minimum supervision.
- An eye for editing.
- Ability to hold confidentiality appropriately and healthily.
- Extensive knowledge and experience in Mac and M/S Office software.

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.