



Elmbrook Church Position Description

Administrative Specialist

Job Summary:

An Administrative Specialist is a key role in providing strong organizational and communication support for the Ministries Team (Includes: Care, Leadership Development, Life Groups, Kids, Students, and Chaplaincy) at Elmbrook Church. This role includes completion of administrative tasks and professional communication between parties. This person must collaborate well for ongoing ministries and events with an ability to operate with flexibility. Excellent attitude, computer skills, accuracy, and time management are foundational to the success of this role.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Elmbrook church who supports and endorses the statement of faith, vision and core values
- Endorse and support Elmbrook statement of faith, vision, and core ministry priorities.
- Proactive, conscientious, efficient, detail-oriented and dependable
- Work well with limited supervision – self-motivated and directed
- Team-oriented, experience working in a collaborative environment
- Flexibility and ability to multitask and anticipate needs
- Proficient computer skills –recommended software knowledge:
 - Windows operating system
 - Microsoft office: Word, Excel, Power Point, Outlook, Publisher
 - Other software helpful: Adobe Acrobat
 - All social media platforms (Facebook, Twitter, Instagram, etc.)

General Responsibilities:

Ongoing Support:

- Works with communications and data team to coordinate web pages, registrations, and promotion details.
- Print and copy needs for ministry teams, print shop communications.
- Communicate room scheduling and set up needs.
- Answer initial phone calls and inquiries and direct them to the proper people.
- Follow up with attendees, volunteers, and team members as needed.
- Communicate with outside vendors as requested by directors.
- Have an general knowledge of all ministries and point people at Elmbrook
- Other duties as needed including travel arrangements, department files and data recording, reception coverage, maintain office supplies

Financial Support:

- Work with teams to determine needs.
- Create and send Spending requests.
- Deposit incoming cash.
- Issue monthly financial reports.
- Inventory / purchase supplies as needed.
- Secure travel arrangements as needed.

Event /Team Support:

- Support team and ministry events. (Requires some availability outside of normal working hours and may including set up and clean up)
- Create check in procedure for classes and events
- Create attendance and event rosters for upcoming classes and events
- Secure supplies (Food, decor, nametags, etc.) as requested. (May require driving to purchase supplies)
- Assist Directors is forming a volunteer team for the event.
- Ensure compliance with CPP

Employment Information:

This position is part time, hourly and classified as non-exempt
20-24 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee’s first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

Reports to:

Administrative Lead Specialist Ministries Department – Katee Holcomb