

GARDEN CHURCH

JOB DESCRIPTION – APRIL 2024

Operations and Administrative Assistant

QUALIFICATIONS

SPIRITUAL

- Be a follower of Jesus Christ and demonstrate a growing maturity in faith and character
- Support the vision, mission, and values of The Garden
- Invest in serving and shepherding those in our community
- Maintain the qualifications of a spiritual leader according to Scripture
- Demonstrate the heart of a servant leader to the body of Christ

EDUCATION & EXPERIENCE

- A bachelor's degree in a related field
- 1-3 years of experience in related field

PROFESSIONAL & MANAGERIAL

- High drive for self-starting and execution of tasks
- Proactive in moving projects forward, requires little management
- Ability to work effectively and independently, as well as in teams
- Takes ownership of role and responsibilities
- Strong verbal and written communication skills
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- Competence in managing people with desire to grow in management skills
- Excellent organization and time management skills, and the ability to prioritize and manage multiple projects simultaneously to hit deadlines
- Ability to deal with issues, finding effective solutions and seeking help when needed

TECHNOLOGY

- Computer skills should be current with a basic understanding of programs, maintenance, computer networks, database management, and printer and copier maintenance
- Typing proficiency at 50+ wpm
- Proficiency with Microsoft Office (Word and Excel), Apple iWork (pages and keynote), Google Calendar, Google Drive

RESPONSIBILITIES

FINANCE

- Count, track, and deposit tithe and other income at the bank on a weekly basis
- Communicate weekly giving totals to Elder Board on a weekly basis
- Send and receive all incoming mail from PO Box in Long Beach
- Process and pay all invoices, bills, and outgoing wire transfers for Garden Church
- Manage and track petty cash balances

GARDEN CHURCH

- Review and process staff expense reports and issue reimbursements on a weekly basis
- Organize and communicate all weekly financial information with Garden Church's CPA and Pastor of Administration

ALL CHURCH ADMINISTRATION

- Create and administrate Planning Center registration pages for all-church events
- Log attendance and weekly tithe totals in Church Metrics on a weekly basis
- Manage and administrate general church member information in Planning Center online
- Manage and update Garden Master Google calendar on a regular basis
- Manage and update the Garden Equipment Tag on a monthly basis
- Manage all files (employee files, accountants payable, etc), and execute all filing on a weekly basis
- Process and track background checks for volunteers and staff
- Process and manage liability insurance certificates for our various facilities
- Answer the office phone and return or forward voice messages
- Respond to all general info emails received from Garden Church website
- Handle any administrative tasks for the Benevolence team, as needed
- Assist Pastor of Operations
- Partner with the Pastor of Administration to carry out administrative tasks for the Operations department as needed

ALL-STAFF REQUIREMENTS

- Attend Leadership Community Gatherings on a quarterly basis
- Adhere to all leadership and employee guidelines as outlined in the Employee Handbook
- Attend weekly staff meetings
- Participate in developmental reviews on an annual basis
- Have monthly 1.2.1 meeting with manager
- Track all punches in Paychex within 24 hours of work shift
- Keep PJRs and Goals Current

SUPERVISOR: Pastor of Administration

POSITION: Operations and Administrative Assistant

HOURS/SCHEDULE: 29 hours/week

REVISION DATE: April 2024

IDEAL WORK SCHEDULE

Work Schedule:	9am-3pm	9am-5pm	9am-3pm	9am-3pm			
	M	T	W	T	F	S	S

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of The Garden.