

Administrative Associate to Director of Life Groups

Description: We are looking for a joyful Christ-follower who can support our Director of Life Groups. Under the director's supervision, help to effectively administrate, plan, provide exceptional follow-up, organize responsibilities and activities relating to the ministry of Adult Life Groups.

ROLE: The Administrative Associate to the Director of Life Groups is...

- **DNA Carrier:** Completely embraces and consistently communicates the Valley Church DNA. When you cut them, they bleed the mission, values, and strategy of our church.
- **Team Player:** Friendly and approachable. Works well with others and contributes to the success of the Life Group Team and the mission of Valley Church.
- **Connector:** Knows how to help newcomers as well as long time attenders find the right life group to join. Also, connects life groupers to volunteer and Community Bridge opportunities.
- **Task Dynamo:** Effectively and efficiently carries out a wide variety of administrative responsibilities. Self-sufficient and stays focused on the primary responsibilities of the job. Able to handle a variety of tasks in a fast-moving environment.
- **Ministry Organizer:** Helps to organize the Life Group Team calendar, meetings with life group leaders, reservations for life groups, run reports, and accomplishes other tasks necessary to help the Director excel.
- **Communications Expert:** Excellent in all forms of communication (print, phone, email, web, social media, etc.) to Life Group Team, life group leaders, life groupers, regular attenders, and community organizations we work with.
- **Leader:** Able to execute various tasks assigned by the Director and lead specific projects when needed.

NOT: The Administrative Associate to the Director of Life Groups is NOT...

- **Half-In** – but fully embraces the vision of Valley Church Life Groups.
- **Single-Tasker** – but can consistently multi-task and work effectively on various projects.
- **Lone Ranger** – but is very approachable and enjoys connecting others to community.
- **Ideas Generator** – instead can implement tasks when direction is given. Creative Ideas are welcome and encouraged but not the primary part of the role.

PERSONALLY: The Administrative Associate to the Director of Life Groups is...

- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Humble Learner:** Can take direction and feedback well and has a great desire to learn.
- **Co-laborer:** Comes alongside Director of Life Groups and the Life Group Team to help achieve mission aligned goals.
- **Seasoned:** knows and loves our church; no question on understanding our ministry philosophy and practices.
- **Conflict resolver:** able to work through interpersonal conflicts, ministry misalignments, or issues of sin. True peacemaker.
- **Healthy at home:** no concerns related to spiritual or emotional health issues within his or her family.
- **Time manager:** does not require external systems to prioritize; is intrinsically motivated.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace.
- **Discreet and trustworthy:** has unwavering loyalty to Christ, the Director of Life Groups, and our church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.
- **Relational:** No matter if introverted or extroverted, loves and excels at building Christ-centered relationships.
- **Person of integrity:** At the core, he or she makes solid decisions based on lifelong, biblical values.
- **Self-aware individual:** Knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.

JOB: The Administrative Associate to the Director of Life Groups is...

1. **Supports the Director of Life Groups:** assists in agreed upon ministry opportunities and implements specific recurring ministry tasks. There is a true sense of the Director feeling supported and encouraged by the person fulfilling this role.
 - a. A portion of this gifted person's role is to serve as personal secretary and help with running errands as needed.
2. **Manages the following areas:** People signing up for NEXT, coordinating membership meetings, keeping track of individuals wanting to be baptized, supplies for life group sign-ups and Meet & Greet, set up and childcare for Wednesday night life groups, life group information in our

Fellowship One database, life group reports, event reservations via Service U system, credit card reports for supervisor, etc.

3. **Provides Exceptional Follow-Up:** to people interested in joining life groups, requests from life group leaders, as well as volunteers for various events led by the Life Groups Team.
 - a. In collaboration with Director of Life Groups, update our follow-up process for those interested in life groups which should increase the number of individuals attending a life group for the 1st time. Currently individuals can sign up in person, via email, website, or over the phone.
 - b. Occasionally send texts, emails, letters, and gifts to leaders meant to keep them updated and connected to our ministry.
 - c. Create sign-up forms and pursue potential volunteers for events the Life Group team oversees.
4. **Manages Life Group Calendar:** by updating our wall calendar, Service U, and completes appropriate communication requests tied to event(s).
5. **Leads amongst Volunteer Leaders:**
 - a. Helps follow-up with leaders and is able to respond to issues at hand.
 - b. Under direction of supervisor develops resources for leaders.
 - c. Coordinates and helps lead some of our Life Group Connecting Events.
 - d. Is actively involved in a life group.
 - e. Coaches a handful of leaders or is willing to lead a life group.
6. **Organizes:** files and creates reports as needed.
7. **Connects:** attends the all-staff meetings each week; has weekly 1:1's with Director, participates in weekly team meeting, and attends various church staff meetings as requested by supervisor.

RELATIONSHIPS of the Life Groups Administrative Associate include...

- **Reports:** to the Director of Life Groups, Jon Fontenot
- **Serves and works closely with:** Life Group Team
- **Leads:** volunteers as directed.

SUCCESS of the Administrative Associate to the Director of Life Groups is defined by...

- **Positive environment:** there is joy, enthusiasm, peace, and hope in environments he or she serves and leads.
- **Administrative support:** The Director of Life Groups feels set up for success and impact in his work. There is a sense of order, peace, fulfillment, and accomplishment because organizational and administrative tasks are well taken care of.

- **Operational ease:** Assigned tasks and projects are finished in a timely and excellent manner while cultivating an enjoyable atmosphere.
- **Consistent follow-up achieved:** Newcomers, attenders, and volunteers are consistently reached in a timely manner while using best practices.
- **Team Supporter:** cheers for the Life Group team and is eager to offer support where needed.

Employment Standards:

- Graduation from High School.
- Experience with current office technology.
- Proficient with MS software.
- Ability to communicate in various forms (social media, web, print, email, etc.).
- Some knowledge of technology troubleshooting and willingness to continue learning.
- **Compensation: 25 hours. Non-exempt status.**
- **Schedule:** Primarily weekday schedule with some weekend hours (special events).