



Administrative Assistant

Overview

The Administrative Assistant supports the purpose of Zionsville Fellowship by providing administrative help to leaders of various ministries led by members and staff. This involves handling a variety of tasks to support the general operation of the ZF office, ministry events, and building use. It includes assisting and working closely with the Administrator and Communications Coordinator.

Hours Per Week: Part-time, 20-25 hours

Primary Responsibilities

- Assist the Administrator and Communications Coordinator with responsibilities related to administration and ministry support, including occasionally answering incoming calls, greeting and directing office visitors, and maintaining a clean office environment.
- Order and restock office supplies, including postage, paper, office products, kitchen needs.
- Check building for maintenance issues twice each week and manage building entry system by activating and deactivating, granting access, and monitoring log.
- Assist with ministry-specific needs for various additional lay ministries as needed (OWLS, nursery, men's ministry, VBS, Children's Ministry, etc). Contact ministry leaders for needs and order items at the beginning of each month.
- Manage credit card statements, documentation, and receipts; drop off bank deposit; write payment and reimbursement checks. Assist with updating inventory and managing deposits for resource center.
- Provide various administrative tasks related to funerals (including ordering flowers for deaths, births, hospitalizations).

Character and Competencies

All members of our staff will affirm and support the Zionsville Fellowship statement of beliefs, purpose, and values. They will also seek to display Christ-like character when interacting with members, staff, and guests, and contribute to a gospel-culture of humility and the fruit of the Spirit. It's important that the Administrative Assistant view this role as a ministry and a way of loving and serving others.

General competencies include displaying a warm, welcoming, and helpful attitude in response to questions, confusion, or concerns. Additionally, the ability to work well with others, humbly receive feedback, follow instructions, and seek to be courteous even with potentially stressful time-constraints. Attention to detail and good organizational skills are important for this role.

For more information, contact Eric Bobbitt (ebobbitt@zionsvillefellowship.org) and Drew Hunter (dhunter@zionsvillefellowship.org)