



Administrative Assistant

Overview

We are seeking an Administrative Assistant to support the daily operations of the Zionsville Fellowship office. This position is part of our administrative team, which supports ministry leaders and staff. Responsibilities include responding to inquiries, maintaining supplies, keeping accurate records, and preparing materials for ministry events.

Estimated hours per week: 20 (Monday-Wednesday)

Reports to: Administrator and Communications Coordinator

Primary Responsibilities

Administrative Support

- Greet and direct office visitors, and answer and direct incoming calls.
- Order and restock supplies (postage, ink, paper, general office products).
- Maintain a clean and welcoming office environment.
- Maintain and update the membership database and church directory in Church Center.
- Attend monthly staff meetings and admin team meetings.
- Assist with additional administrative needs as determined by the Administrator and Communications Coordinator.

Ministry Support

- Assist several ministries with administrative tasks related to retreats, ministries, and events (youth ministries, men's ministry, outreach to Zionsville Meadows, Welcome ministry, etc).
 - Support ministry staff by preparing materials, ordering supplies, and assisting with logistics for various gatherings, courses, or events.
 - Provide administrative support related to funerals, hospitalizations, and births.
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Character and Competencies

All staff members are expected to affirm the Zionsville Fellowship Statement of Beliefs and support the church's mission and ministry. This role is viewed as a ministry—an opportunity to love and serve others through administrative support.

Core Qualities:

- Christ-like character in all interactions with members, staff, and visitors.
- Humility and a heart for service
- Eagerness to contribute to a gospel-centered culture marked by the fruit of the Spirit

Key Competencies:

- A warm, welcoming, and helpful demeanor, even under pressure
- Strong interpersonal and communication skills, with excellent writing skills and a command of the English language
- Ability to work well with others, follow instructions, and have excellent organizational skills
- Willingness to humbly receive feedback
- Proficiency in relevant software and applications

To apply, visit www.zionsvillefellowship.org/resources/job-searches/.

For questions, contact: Hope Walter (hwalter@zionsvillefellowship.org).