



Church of the Resurrection  
**Formation Administrative Assistant**

**Date:** January 2017

**Supervisor:** Adult Formation Pastor

**Staff Team:** Administrative Staff

**Status:** Part-time (27 hours/week, no benefits, Monday-Friday)

**Role:** Provide administrative support to implement the vision of Adult Formation and RezYouth.

**SKILLS**

1. Excellent Administration
2. Strong Organization
3. Clear Oral and Written Communication
4. Adaptable to Change and a Fast-Paced Environment
5. Technologically Proficient

**TASKS**

FORMATION (17 hours/week)

**1. Administration**

- a. Support Executive Pastor of Ministries (Amy) and Adult Formation Pastor (Brett) with managing calendars and email.
- b. Manage formation website pages
- c. Manage RezConnect database, which includes reporting, communications and contact maintenance
- d. Purchase all supplies and materials for all formation ministries
- e. Collect & process all receipts from formation staff and lay leaders
- f. Support lay leaders in planning and execution of special events
- g. Plan and purchase appreciation gifts for team members

**2. RezGroups**

- a. Attend RG staff meeting
- b. Oversee fall and winter lunches/sign-ups
- c. Connect with leaders to update all group information
- d. Resource leaders

- e. Create pastoring system to ensure all pastors/coaches connect regularly with their leaders

### **3. RezWomen**

- a. Assist with all administrative duties (website, registration, communications) for RW ministries.
- b. Partner with Barb Galli to facilitate annual retreats.

### **4. Communications**

- a. Create and submit communications content (announcements, RezConnect, website, brochures, etc.)
- b. Assemble training materials for all team trainings

REZYOUTH (10 hours/week)

#### **1. Administration**

- a. Meet with YP weekly (30 min).
- b. Manage CCB database which includes student & volunteer tracking, communications and contact maintenance.
- c. Update & maintain website & website calendar.
- d. Develop & maintain RezYouth electronic and physical files.
- e. Order all RezYouth resources and materials.
- f. Assist Youth Pastor in maintaining calendar.
- g. Assist with communication pieces (bulletin announcements, flyers, etc.)

#### **2. Wednesday Night**

- a. Prepare leader guide w/ YP
- b. Prepare for games and resource rooms
- c. Ensure check-in is ready

#### **3. Events**

- a. Oversee registration and communication for events
- b. Coordinate with event facilities
- c. Assist YP in planning events with focus on retreats and missions trips

#### **4. Confirmation (winter)**

- a. Prepare RezYouth Confirmation Binders
- b. Order & prepare gifts for Confirmands.
- c. Prepare supplies for Confirmation Service (name cards, seat cards, etc.)

## **Fair Labor Standards Act (FLSA)**

**Status:** Non-exempt (part-time)

**Duties:** Not applicable

**Description:**

Non-Exempt (part-time) = Overtime is paid. This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, extra hours worked during a work week will be paid at the normal hourly rate, and hours worked more than 40 hours during a work week will be paid at a total of one and one half times normal hourly pay.

## **Americans with Disabilities Act (ADA)**

*Job Performance Requirements:*

- [Office/Admin positions]
  - Receive under-graduate degree level of education.
  - Must be able to sit in a stationary position for 50% of the time
  - Occasional kneeling and bending to re-stock supplies.
  - Occasional reaching to gain access to supplies.
  - Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
  - Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
  - Identify material from a computer with a 13in screen.

This job description is subject to change at any time.