DYNAMIC ADMINISTRATIVE ASSISTANT

We are looking for a Part-time Administrative Assistant to help us strategically support our Associate Pastor for Children and Family Discipleship, ensuring the availability of appropriate skills and resources to achieve ministry objectives. You will lead the member relationship as it relates to weekly, periodic, and annual events, and be the chief liaison for members to help them maximize the partnership with the Pastor through their effective engagement in Children and Family Discipleship.

WHAT YOU'LL DO:

• Provide essential support as needed with preparation/follow-up for weekly Family Sabbath School productions, children’s stories, and children’s prayer; periodic baptisms; and annual events such as Teacher Appreciation, Parenting Conference, The Tent, and Children’s Celebration of Christmas
• Facilitate Pastor’s partnership with members by scheduling appointments and meetings, maintaining calendars, updating online reports, and managing correspondence with Superintendents, member families, and others
• Actively manage the member relationships and the lifetime value of each member by answering phones, ensuring reception areas are always guest-ready, and greeting visitors
• Develop a trusted advisor relationship with each member by responding to phone queries and calling members/prospects to follow up on appointments
• Keep lines of communication open and effective by preparing letters, memos, emails, reports, and other correspondence
• Edit and proof-read written and digital documents
• Create, collate, and distribute reports and minutes of meetings
• Create and maintain office filing systems, both electronic and physical
• Identify proactive and preventive opportunities and work with internal and external parties to offer solutions
• Operate office equipment including printers, copiers, and multimedia instruments
• Any other task assigned

WHAT YOU'LL NEED:

• Knowledge of general office procedures
• Competencies in planning, organizing, and decision-making; digital literacy; information gathering, processing, communicating and collaborating; writing; strategic focus on members, mission, and discipleship
• Experience in member-facing; Technical competence and understanding of Microsoft applications including Word, Excel, and PowerPoint, and working knowledge of—or aptitude to learn and use—other office-related or church management software and programs, such as Churchteams
• Collaboration and Teamwork: work with others to deliver results, meaningfully contributing to the team while demonstrating strong interpersonal skills and adaptability
• Customer (Member) Focus: demonstrate a desire to proactively help and serve internal/external ‘customers’ meet their needs
• Ability to work independently and under supervision and set priorities: focuses time/energy on the most important issues/opportunities. Clearly understand how to assess the importance of tasks and decisions
• Ability to multi-task, Resilience, Tolerance for Change/Ambiguity: can effectively cope with change, finding ways to advance work and projects
• Self Development: personally committed to, and actively work to continuously improve
• Creativity and Innovation: seek new and better ways of doing things, generate original and imaginative ideas, products, or solutions
• Confidentiality: Able to maintain confidentiality
• Understanding of, and experience with, social media for ministry an advantage

WHO YOU ARE:

• A member of the Seventh-day Adventist Church, sound in the faith, and committed to a lifestyle that upholds biblical morals and values.
• Tenacious. You are determined to succeed, and you are motivated by the success of Children and Family Discipleship, colleagues, and the wider Pioneer family.
• Detail-oriented.
• Self-motivated problem-solver.
• Curious. You are always learning and seeking ways to make things better.
• Conscientious. You keep your promises, taking your commitments to others seriously, and you have strong integrity.
• Humble. You lead with humility and empathy, respecting and learning from the perspectives of others.

Share our values: We champion the power of human connection. Our mission to Love on the Move unites us.

Make an impact: Our pace of work enables fast learning and fosters an environment where you can stretch yourself and make an impact.

Learn and grow: We’re committed to growing the capabilities of our people. We are building a diverse community of learners who are willing to risk and explore new ways of thinking, expand their capabilities, and share their knowledge to enhance each other’s growth.
We are dedicated to building a sense of belonging, where each contribution and each perspective is valued. We want to hear from you. Contact us: admin@pmchurch.org

*We will provide reasonable accommodations as requested by candidates taking part in all aspects of the selection process.*