



**ANNOUNCEMENT FOR POSITION OPENING**  
**ADMINISTRATIVE ASSISTANT FOR NEW CHURCH MINISTRY**  
**Non-Exempt, Part-Time Employment (28 hours per week)**



### **Summary**

To provide primary administrative support to the Minister of New Church Strategies and auxiliary support to Financial Services

### ***Core Requirements for New Church Ministry—Other duties may be assigned***

- Provides administrative support for Minister of New Church Strategies for meeting schedule, travel preparation, formatting field reports or letters before mailing or cataloging in Contact Management System or Monday.com. (project management system)
- Assists with project management system for leader onboarding and development through Monday.com as well as New Church Ministry inventory
- Helps coordinate regular meetings for New Church Leadership Collective as well as takes and distributes minutes
- Helps maintain the content of the New Church Ministry website
- Helps Minister of New Church Strategies with strategy preparation by running MissionInsite (Demographic Analysis) reports
- Collects and distributes speaker assets such as photo or bio for events and speaking engagements
- Assists with travel logistics through scheduling, Tripit entries, Concur expenses and follow-up
- Assists with the coordination of Development visits utilizing Pentecost Offering reports
- Assists with prospect lead management for Minister of New Church Strategies

### ***Auxiliary Duties and Responsibilities for Financial Services***

- Assists Loans and Investments with
  - Quarterly statements; Daily receipts; Weekly letters; Monthly signature cards
  - Scanning, indexing and filing
- Assists Vice President with
  - Email and phone replies; Scheduling; Concur expenses

### ***Qualifications***

- Proficiency in Microsoft Office Suite
- Excellent communication, organization and customer relations skills
- Accuracy and attention to detail; Ability to attend to multiple tasks simultaneously
- Capable of working with little or no supervision; Familiarity with typical office equipment
- Familiarity with the Christian Church (Disciples of Christ); Bilingual capability a plus

### ***Educational Requirements and/or Experience***

- At least two years of college or equivalent experience preferred
- Proven Administrative Assistant experience
- Proven experience with technology and online platforms i.e. Zoom, Concur, HootSuite, Tripit, WebinarJam

To apply, please send cover letter and resume by **November 9, 2018** to:

Ellen L. Mitchell, Chief Operating Officer and Corporate Secretary  
Post Office Box 7030  
Indianapolis, Indiana 46207  
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