



## ANNOUNCEMENT FOR POSITION OPENING ADMINISTRATIVE ASSISTANT FOR NEW CHURCH MINISTRY



### Summary

New Church Ministry (NCM) functions as a General Ministry of the Christian Church (Disciples of Christ) to train, equip, assist and multiply emerging and affiliating congregations and leaders. The Administrative Assistant is responsible for performing a variety of administrative activities in support of the Minister of New Church Strategies as well as provides auxiliary support to Financial Services.

### *Core Requirements for New Church Ministry*

- Provides administrative support for Minister of New Church Strategies such as calendaring/scheduling, travel arrangements, reports management, contact management, expense processing, event logistics coordination, project management, and other duties as assigned
- Provides support using technology and online platforms i.e. social media, Zoom, Concur, HootSuite, TripIt, Monday.com, MissionInsite, Prezi, Basecamp
- Maintains calendar, schedules appointments and arranges video conferences (Zoom)
- Coordinates travel logistics such as booking flights, hotels, car rentals; schedules meetings, prepares itinerary (TripIt); manages expenses; and follow-up
- Assists with preparing expense reports (Concur) and managing NCM budget
- Prepares, edits, files, and distributes correspondence, reports, presentations (Prezi), and agendas (Basecamp)
- Maintains the project and contact management systems (Monday.com, CMS) for the onboarding and formation of emerging and affiliating congregations and their leaders (NCM inventory)
- Assists with maintaining digital assets and social media content (Canva, Hootsuite)
- Prepares, distributes, and interprets demographic analysis reports (MissionInsite)
- Assists with the coordination of Coaching Ministry processes
- Assists with event logistics such as registration, accommodations, materials, budgeting, catering, etc.

### *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 and managing expenses (Concur)

### *Qualifications*

- Proficiency in technology, cloud-based tools, and software inclusive of Microsoft Office Suite
- Excellent communication, organization and customer relations skills
- Strong attentiveness to details and multiple tasks simultaneously with little or no supervision
- Familiarity with the Christian Church (Disciples of Christ) and Spanish-speaking capability a plus

### *Educational Requirements and/or Experience*

- At least two years of college or equivalent experience preferred
- Proven Administrative Assistant experience

To apply, please send cover letter and resume by **January 25, 2019** to:

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

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