

JOURNEY COMMUNITY CHURCH

JOB TITLE: Administrative Assistant/Event Registrar
Generation Ministries

PART TIME: 23-25 HOURS

SUPERVISOR: Generation Pastor, John Sorrell

POSITION SUMMARY:

Provide administrative support to Generation Pastor and team directors. Needs to be a self-starter, have organizational skills and detailed oriented. Must be proficient in managing event details including contracts, tracking payments and balancing statements. Must have strong computer skills and able to learn Journey Connect as this is a large portion of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work on all Generations events from the beginning, creating forms, collecting payments, permission slips, and liaison for the directors with event staff. Reminding the directors of deadlines and troubleshooting details with camps.

Create travel binder for all events with necessary paperwork, final payments and information for directors.

Communicate with parents on director's behalf regarding packing list, updated information changes, permission slips, etc.

Request release of liability for camps including detailed description to Insurance Company. Put copy in director's binder for camp.

Responsible to request check for department needs including event registration.

Manage event contracts, necessary paperwork, and payments. Typing jobs, data entry, filing, billing, projects, events, volunteer needs, ministry needs, etc. Journey Connect specialist from creating new profiles, updating family profiles, events, attendance check in, forms, create groups for each event, payments, and merge emails, etc.

Event Registrar and responsible for creating forms for the following in a calendar year: SFC, Kinder, 1st, 2nd, 3rd, 4th, 5th, 6th Grade, Bancroft School, San Miguel School, Counselor form and SFC Financial Aid/Payment Request Form. FX forms for various months of the year. Edge56 Promo Party, Edge56

Life Group sign up, Edge56 Expedition Saturday Camp, Edge56 Financial Aid/Payment Request Form, Edge56 Summer Camp. Riptide Winter Camp, Riptide Disneyland Day, Riptide Riot Night and Riptide Thousand Pines Camp. HS Snow Trip, HS Spring Break, HS Summer Camp, HS Life Group Sign Ups, HS Fall Retreat, HS Black & White and HS Missions trip. Journey Fest form.

Update yearly groups for Edge56, Riptide and Encounter in Journey Connect.

Maintaining and creating new groups for Generations team as needed.

Create annual upgrade for Journey Connect.

Responsible to balance Generation Pastor/director's credit statements and separate event billing from Journey charges. Complete check request for all reimbursements.

Insure work area and shared areas are clean and organized.

JOB-RELATED QUALIFICATIONS:

Job Skills, Knowledge Expectations And Abilities

High School diploma necessary, no degree necessary for this job but must have strong computer skills.

Must be proficient in Excel and able to learn Journey Connect.

Must be trustworthy handling money, able to balance and manage payments.

Type 55+ preferred

Proficient in Excel, Word, Outlook Express, Adobe Acrobat Pro, Journey Connect Community Builder

Must be able to work with multiple personalities and multiple events at the same time.

Communication skills and excellent phone manner a must.

Job Skills, Knowledge and Abilities

Provide administrative support to Generation Pastor and team directors.

Needs to be a self-starter and detailed oriented.

Ability to prioritize, organize and effectively complete all event tasks.

Must be proficient in Excel, type 55+ and have some knowledge of accounting to balance and collect funds from parents.

Must have a calm demeanor to work with multiple personalities.

Team player needs to see the big picture to make the team look better.

Organizational skills are a must while working on multiple events at the same time.

Maintains positive and professional relationship with parents and community leaders.

Must have professional phone manner and able to talk to parents regarding payments due.

Must be able to read and manage event contracts, necessary paperwork, and payments.

Position also includes: Typing jobs, data entry, filing, billing, projects, events, volunteer needs, ministry needs, etc. Journey Connect specialist from creating new profiles, updating family profiles, events, attendance check in, forms, create groups for each event, payments, and merge emails, etc.

Ability to multitask, prioritize assignments and provide excellent support to team.

Ability to see tasks not complete and take the initiative in completing them for the directors.

Ability to communicate needs to directors.

Build mutual respect, trust and cooperation among team members.

Passion for learning and recognize problems and find solutions that uphold values of excellence.

Ability to recognize and maintain confidentiality as appropriate.

Follow verbal and written instructions.

Read, write, spell and communicate clearly in English.

Work productively, both independently and collaboratively with others.

Proficiency with Microsoft Office for MAC (Outlook, Word, Excel, Adobe Acrobat Pro, and Adobe Photoshop)

Organizational and Spiritual Requirements

- Demonstrate Christ-like behavior at all times by treating people with dignity, respect, compassion and integrity.
- Employees agree to conduct themselves in a manner consistent with biblical teachings and to conform to and abide by all of the moral and religious teachings and beliefs of Journey
- All employees are expected to conduct themselves as professionals.
- Employees agree not to engage in any personal conduct or lifestyle, which would be at variance with or contrary to the policies of the church.
- To interact with church staff, volunteers, attendees and vendors in a professional manner, resolving potential conflict utilizing the Matthew 18 process. (Go directly to the person involved to resolve the issue. If not resolved, go with another trusted believer. If still not resolved, bring it to church leaders.)
- To be punctual, honoring the time of others.
- To adhere to the policies adopted by Journey as stated in the employee manual.
- To further personal spiritual growth and development on a continuing basis.
- Maintain strict confidentiality regarding sensitive information.
- Successful completion of a thorough pre-employment references and background checks, which includes: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry
- To refrain from gossip, slander, or sharing personal information about a Journey employee, volunteer or congregant.
- To help all the ministries and departments succeed not just your own
- To attend 1st step within the first 2 months of being hired

- To attend Our Journey within the first 6 months of being hired
- To know and promote Journey DNA
- To know and strive to live out Journey's ultimate values of God, Love and Grace
- To help Journey move towards the mission and vision God has called us to.
- Be self-motivated and goal oriented, use good judgment, and be flexible and innovative.

In addition, you are encouraged:

1. To regularly attend weekend services, participate in serving opportunities, regularly contribute financially to Journey, and pursue community.
2. To be involved in a Journey Life Group
3. To attend major events at Journey such as Baptisms.

Physical Requirements

Able to lift packages up to 25+ lbs, move chairs and tables when setting up for event check in.