Madison Church: Square Campus

Job Description:
Administrative Assistant

Primary Purpose:
To facilitate ministry at the Square Campus by managing the administrative needs of the church.

Hours: Full time, 40 hours a week
Accountable to: Office Manager
Gift Set: Administration, Helps, Hospitality, Mercy
Education and Experience:
- Associates degree or equivalent preferred
- A minimum of three years of administrative experience in a church and/or organizational setting is desirable

Duties and Responsibilities

Provides administrative support for the ministries of the Square campus, including but not limited to:

1. First Impressions:
   a. Serve as a positive, warm, and welcoming, and hospitable first impressions point person for church administration, church members, community partners, and the general public. Maintain confidentiality, handle sensitive information, and be trustworthy with financial elements and information.

2. Communications, Scheduling, and Ministry Support:
   a. Provide administrative and scheduling support for ministry inside and outside the church
   b. Help write and distribute printed and online communications, announcements, and other information under the direction of the All-Site Director of Communications
   c. Supports the digital and social media presence of the Square campus as needed
   d. Maintains the Square campus ministry calendar
e. Provides scheduling and administrative support to Square campus Pastor and Associate Pastor

3. Manages Office and Infrastructure Details:
   a. Maintain church directory and membership information (Records)
   b. Purchasing of office supplies and food for ministry events
   c. Handling /processing incoming mail
   d. Taking minutes at staff meetings, recording and following through with action steps

4. Administration of spaces
   a. Manages room reservations and requests for rental space

5. Cross trains and collaborates with administrative staff from other Madison campuses

Qualifications
- Be a mature Christian and a member (or willing to become a member) of Madison Church, in complete agreement with our vision, mission, values and beliefs and be comfortable with Reformed theology.
- Has had experience serving in a multicultural organization with an articulated understanding of Christian Community Development Principles, racial reconciliation, and biblical justice.
- Excellent relational, oral and written communication skills with ability to connect with others.
- Self-starter and team player that exhibits motivation to fill in gaps ensuring good service between various ministries or departments.
- Strong initiative in asking questions and clarifying information.
- Sees the big picture - with vision to see how the parts affect the whole
- Professionalism in the office and in communication