



PEACE
CHURCH
Community Admin

Peace Church is seeking a Community Admin who will support our Community Director in weekly responsibilities. Our vision as a church is to see the gospel embraced and passed on for generations of kingdom impact.

A fitting candidate will have a deep love for Jesus, Peace Church, community, and a strong desire to serve those around them, not just within the church, but out in the community as well.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 2,000.

For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Part-time, hourly, 15-20 hours per week.

Pay commensurate upon training and experience.



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DESCRIPTION

The Community Admin assists the Community Director in the administrative tasks over Community within and outside of Peace Church.

ACCOUNTABILITY:

The Community Admin reports directly to the Community Director

QUALIFICATIONS

1. Have a growing relationship with Jesus Christ and agree with Peace Church's statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to represent Peace Church professionally and graciously.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a deadline.
8. Able to independently follow up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
9. Able to effectively operate software such as Microsoft/Apple, Planning Center Online, and Asana.
10. Able to manage time well.
11. Able to solve problems.
12. Flexible and adaptable.
13. Model of hospitality and community.
14. Able to maintain confidentiality.



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A. Responsibilities

1. Assist the Community Director with executing administrative tasks
2. Support the Community Director's involvement in the church
 - a. Community Groups
 - i. Assisting in organizing community groups
 - ii. Helping others get connected into a community group
 - iii. Organizing the planning of community group meetings throughout the year with Community Director
 - b. Local Outreach
 - i. Attending outside events with Community Director (weekends required)
 - ii. Purchasing needs for community events (parades, family nights, Christmas giving, etc.)
 - c. Membership
 - i. Membership Process
 - ii. Baptism & Profession of Faith Services
 - d. Assimilation
 - i. Newcomers
 - ii. SERVE
 - iii. Membership
 - iv. Community
 - e. Database Management
 - i. Running lists frequently to clean up database
 - ii. Updating household information
 - iii. Workflow organization
 - f. Sunday Morning Coffee
 - i. Set up and tear down
 - ii. Recruit and schedule coffee volunteers for each service
 - iii. Oversee both coffee areas on Sundays to ensure everything is stocked and volunteers are in place
 - iv. Start conversation with people getting coffee and make new connections
3. Ordering items needed for Community Ministry
4. Submitting communication request and room arrangements
5. Oversee WIX Submissions from our website (contact form)
6. Work with other department admins.



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B. Availability

1. Tuesday (staff chapel)
2. Wednesday
3. Thursday
4. Sundays

C. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and essential events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.