



Administrative Assistant

to the Wayland Campus Pastor

Peace Church is seeking a full-time Administrative Assistant to the Wayland Campus Pastor to provide support to and extend the ministry of the Wayland Campus Pastor.

A fitting candidate will have a deep love for Jesus and Peace Church, be highly organized and detail-oriented, enjoy administrative work, be proficient with digital tools for organization and communication. The candidate will also have the ability to lead a team of volunteers in creating a warm and inviting environment for Sunday morning worship services.

By supporting and extending the ministry of the Campus Pastor, this position creates opportunities for people to hear God's word, follow Jesus, and participate in the church.

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. We are launching a campus in Wayland Fall 2023.

For more information, see peacechurch.cc.
See job description below.

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

Full-Time, 40+ hours per week

Pay commensurate upon training and experience.



Administrative Assistant

to the Wayland Campus Pastor

Function

The Administrative Assistant provides support to and extends the ministry of the Wayland Campus Pastor.

Full-time, 40+ hours per week

Accountability

The Administrative Assistant reports directly to the Wayland Campus Pastor.

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church 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 function within the organization structure of Peace Church.
5. Able to professionally and graciously represent the Wayland Campus Pastor and Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to prepare documents such as correspondence, forms, and reports.
8. Able to independently organize, plan and execute recurring or periodic projects and tasks within a given deadline.
9. Able to independently follow-up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
10. Able to effectively operate software such as Microsoft/Apple office suite, Planning Center Online, Asana, and Mailchimp.
11. Able to manage time well.
12. Able to solve problems.
13. Highly organized.
14. Teachable and eager to learn new skills.
15. Flexible and adaptable.
16. Able to maintain confidentiality.

Responsibilities

A. Support & extend the ministry of the Wayland Campus Pastor.

Includes such items as:

1. Coordinate the flow of information & communication to and from the WCP, representing the WCP professionally and effectively to staff, ministry leaders, church members/attenders, and the community.
2. Coordinate the calendar of the WCP and host events, meetings, and appointments.
3. Execute projects, tasks, and other duties as assigned by the WCP.

B. Support all Wayland Campus ministry.

Includes such items as:

1. Sunday morning church services
2. Community Groups
3. Membership

C. Coordinate hospitality ministry at Peace Wayland.

Includes such items as:

1. Lead the hospitality team of volunteers.
2. Recruit, train, schedule, and lead volunteers.
3. Lead the hospitality team in all Sunday and special services.
4. Identify, welcome, gather contact information from, and follow up with newcomers.
5. Field questions from attendees.
6. Coordinate front lobby and other entrance spaces.
7. Coordinate coffee and refreshments.

D. 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 at the Wayland Campus and important events.
3. Become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.