



# BRANCH CHURCH

## **Role: Administrative Assistant**

**Job Location:** Remote / Chaska, MN / Excelsior, MN

**Position Type:** Part Time

### **BRANCH CHURCH'S MISSION, VISION, AND VALUES**

- Our Mission: To connect people to Jesus and each other through the Truth of God's word.
- Our Vision: To see communities rooted in Christ that glorify God and bless the world.
- Our Values: To love God, love others and make disciples.

**Role:** To provide administrative support to Branch Church.

### **Responsibilities:**

- Manage the church database within Planning Center Online (PCO), including creating forms for sign-ups and events, collecting registration details, inputting information from connection and prayer cards, and maintaining accurate records for members, visitors, volunteer activities, and merging of data between multiple sources
- Assist with process, systems, and equipment required for check-ins for adults and kids
- Create and manage centralized church calendar and schedule of ministry activities
- Lead coordination of events including scheduling facilities and teams, renting equipment, managing registrations, payments, and day-of responsibilities as needed
- Implement and maintain process to engage and follow-up with new attenders
- Establish regular responsibilities to support ministry coordinators and their teams, assist in placement and training of new volunteers as needed
- Become proficient in Planning Center Online (PCO); train ministry leaders and volunteers in how to use this software
- Establish best practices for office systems including centralized document storage and sharing platform, scheduling meetings, ordering supplies, printing, and mailing
- Work in collaboration with Treasurer and accounting for expense reimbursements and reports, purchasing process, vendor payments, payroll, time tracking, and reporting
- Manage and maintain records for insurance and liability coverage
- Assist pastoral staff in managing giving acknowledgments
- Coordinate meetings and schedules for lead pastor with ministry coordinators, church attenders and networked pastors/leaders
- Be available for questions and administrative needs during Sunday morning gatherings and events
- Support the Lead Pastor and other staff as applicable
- Assist Branch Church during growth phases including developing new church plants, managing multiple facilities, moving into centralized office space, and/or future expansion as God allows



### **Relationships**

- Reports to Lead Pastor
- Works with Branch Church staff
- Works with Ministry Coordinators and Volunteers

### **Qualifications**

- Lifestyle
  - Personal and growing relationship with Jesus Christ
  - Demonstrates a lifestyle consistent with Biblical Christian conduct
  - Demonstrates a humble and teachable attitude
  - Responsible and reliable in work and life
  - Committed to Branch Church as their church home
  - Endorse the Branch Church Mission, Vision, Values, and Statement of Faith
- Giftedness and abilities
  - Excellent communication and interpersonal skills
  - Giftedness to perform administrative tasks with ease and excellence
  - Ability to handle stress and organize effectively
  - Ability to keep confidential and sensitive information
  - Ability and willingness to recognize places of disorder and bring organization
  - Must be a reliable self-starter, go-getter and a team player
  - Proficiency with office equipment and software such as Microsoft Word, Excel, and Church Database
- Experience
  - An associate's degree in business, office management, or related field
  - 2 years' office or administrative experience

### **To Apply:**

- Please send your resume to [brian.suter@branchchurchmn.org](mailto:brian.suter@branchchurchmn.org)