

JOB DESCRIPTION

Position: Administrative Assistant - Wellness

Classification: Part-Time (24 hours) – Non-Exempt

Reports to: ALLI & Peace Ministry Leader

Edit Date: 12/10/2020

Overview

The Wellness Administrative Assistant will assist with tasks related to the Abundant Life Leadership Institute (ALLI), Peace Ministry, Re:Generation ministry, and counseling center.

Personal Responsibilities

- Be committed to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18; 1 Peter 2:2) by assembling for instruction in God's Word and engaging in the personal study of God's Word.
- Responsibly use the resources at your disposal to foster the mission and vision of Abundant Life (1 Peter 5:1-4).
- Participate in an Abundant Life group (Acts 2:41-42) as well as the discipleship ministry (Matthew 28:18-20).
- Live in a way that glorifies God and aligns with the staff core values (1 Timothy 3:1-7, Titus 1:5-9).
- Be committed to giving to the needs of the saints (2 Corinthians 8:1-7 & 9:12).

Essential Functions and Responsibilities

- Assists with promotion, scheduling, recruitment (students, speakers, and volunteers), database management, supply & food orders, printing/copying, phone calls, and all other administrative support related to ALLI.
- Provides administrative support for all ALLI weekend intensives and special events.
- Provides administrative support to set up and continue all ALLI projects.
- Serves as a point of contact for volunteers and coaches who serve with ALLI, Re:Generation, and Peace Ministry.
- Provides administrative support, including communication with volunteers & churchgoers, promotion, social media & web presence, story-telling, and providing educational materials to launch the Peace Ministry Center in Kansas City and Re:Generation Ministry across AL campus locations.
- Supports the AL counseling center as needed.
- Assists with logistics and administrative support for the Abundant Life Intern and Ambassador programs.
- Other duties as assigned.

Skills and Qualifications

It is essential that the Wellness Administrative Assistant is passionate and intentional about working with marginalized individuals and groups as this position will be focused on working with minority groups in our community, socioeconomic disadvantaged individuals and groups, and leaders in our community who are instrumental in helping "the least of these." This will require a basic understanding of cross-cultural awareness and intuitiveness. To be successful in this position, the Wellness Administrative Assistant must be able to provide thorough administrative attention to multiple ministries. Must have excellent interpersonal skills. Must have excellent grammar and written communication skills with the ability to proof and edit. Must understand multicultural ministry with the ability to communicate with volunteers and organizations. Exhibits a collaborative personality that thrives on assisting others in their abilities to be successful in their roles. Requires the ability to succeed in an open and honest work environment. Has creative vision with a focus on problem-solving, administrative implementation, and initiative. Employment at AL requires a commitment to honoring the Lord in work and life, as well as the character to uphold the AL Staff Core Values of Synergy, Excellency, Integrity, Tenacity, Humility, and Loyalty. The skills, qualifications, and responsibilities listed here are not intended to be all-inclusive of the abilities needed to perform the job.

Education

An undergraduate degree is preferred.