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**Position Description**  
**Administrative Assistant for Stewardship Ministries**

**Purpose:** To assist the Executive Director of Operations and other Stewardship directors support the overall mission and ministries of the church by providing administrative assistance in the areas of finances, human resources, communications, and general administration.

**Qualifications:**

- Gifted in administration, organized
- Administrative support experience
- Detail oriented, ability to follow directions accurately
- Self-motivated and timely with assignments
- Strong relational skills, team player, work well with staff and volunteers
- Basic bookkeeping skills helpful but not required
- Administrative skills
  - Competent in Microsoft Office
  - Ability to learn MPC Connect
  - Ability to learn Church Windows
  - Competent with office equipment

**Accountability:**

- Directly accountable to the Executive Director of Operations under the supervision of the Lead Pastor

**Position Status:**

- This is a part-time non-exempt position starting at approximately 20 hours per week, may grow up to 29 hours/week
- The position will enjoy benefits as stipulated by MPC's Employee Handbook

**Responsibilities:**

- Oversee all building scheduling, becoming the in-house expert in using MPC Connect for scheduling, and working closely with the Facilities Director to coordinate special needs
- Financial support including reviewing vouchers and credit card reconciliations for complete documentation, accurate calculations, and sales tax before checks are processed; mailing completed checks; filing documentation, etc.
- HR support including maintaining I-9 log for new current and new employees, creating employee files, updating staff directory, etc.
- Admin support including monthly color copy report, mail distribution, back-up coverage for front desk, filing, etc.
- Monitor Child Protection Clearances for compliance including processing new clearances and notify ministries of expiring clearances
- Handle bulk mailings
- Manage all correspondence related to memorial gifts
- Print labels and reports from MPC Connect, as needed
- Monitor office supplies and order, as needed
- Provide clerical and administrative support to department directors and other duties as determined by the Executive Director of Operations

**Personal characteristics**

- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude
- Authentic, humble, honest and relationship-building
- Healthy, maintaining a well-balanced personal lifestyle – a model of the gospel
- An evangelical, reformed and missional worldview
- Must be in agreement with the Mission, Vision and Bylaws of Memorial Park Church