

Job Description

Position Title **Part-time Campus Administrator**
Grace Chapel, East Lexington – approx. 20 hours per week

**About the East
Lexington Campus** Grace Chapel is a non-denominational, multicultural church with campuses in five communities: Lexington, East Lexington, Wilmington, Watertown, and Foxboro. We are connected by one Elder Board, one Statement of Faith and Constitution, and a shared sermon most Sundays.

Grace Chapel East Lexington is a diverse, intergenerational church community. Sunday Worship Service is held on the campus of Lexington Christian Academy in Lexington MA.

**Purpose of
Position** We are currently seeking a part-time administrator at our East Lexington Campus to support, communicate, and facilitate the day-to-day details of the Campus ministries. The individual in this high-functioning position will partner with the Campus Pastor, ministry leaders and volunteer teams.

**Candidate
Attributes** Maintaining spiritual health through private disciplines is an integral part of ministry and essential to any position at Grace Chapel. To be effective in this role, a successful candidate will be a growing Christ-follower who possesses many of these core gifts or passions:

1. **Organization:** Qualified applicant will have the spiritual gift of administration, as everything about this role relates to creating organizational systems and attention to detail.
2. **Proactive:** Must be able to help move the Campus Staff Team forward rather than needing to be closely managed.
3. **Flexible:** Must be willing and able to adapt to last-minute developments that are typical of church ministry.
4. **Communication:** Strong communication and interpersonal skills in a variety of mediums (face-to-face, telephone, email, correspondence).
5. **Passionate:** A strong desire to be part of a local church ministry team.

6. Computer skills: Strong computer skills with specific proficiency in MS Office applications, a variety of social media platforms, and adaptable to learn new web-based applications.
7. Passionate: A strong desire to be part of a local church ministry team.

Key Working Relationships

1. Reports directly to the East Lexington Campus Pastor and serves as a member of the East Lexington Campus Staff Team.
2. Works well with the other members of the Grace Chapel staff.
3. Interacts well with volunteer leaders and staff.

Ministry Responsibilities

Responsibilities include, but are not limited to:

1. Administration: Oversees and completes routine office tasks.
 - Calendars, ministry events, data entry into church database
 - Budgets, reimbursements, check requests, etc.
 - Ordering materials and supplies
2. Communication: Develops and maintains a system for effectively communicating information to the Campus staff team, volunteer leaders and their teams, and congregants.
 - Phone calls, mailings, email
 - Announcements and schedules
 - Maintaining website content
 - Correspondence with volunteers and congregants
 - Contribute to Social Media accounts (Facebook, Twitter, Instagram)
3. Facilitating: Handles all details for programs, ministry events, and training events.
 - Organizes Campus Pastor's schedules and keeping teams organized and on track
 - Plans and executes event details (luncheons, meetings, etc.)
 - Recruits and assigns volunteer help
4. Coordinating: Campus facilities and related resources.
 - Campus liaison to Lexington Christian Academy
 - Schedule facilities and resources using Planning Center Online (PCO)
 - On site Sunday ministry support

**Submission
Process**

If after prayerful consideration you would like to be considered for this part-time position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following items in electronic format only to resumes@grace.org (no phone calls please):

- A current resume
- A cover letter briefly describing your faith background and the reason for your interest in this position

You will receive an email confirming our receipt of your submission.
