

Job Description

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

About the Watertown 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 Watertown is a diverse, intergenerational church community. We worship and gather throughout the week and on Sundays at our location at 525 Main Street in Watertown, MA.

Purpose of Position We are currently seeking a part-time administrator at our Watertown 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 processes with 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 Watertown Campus Pastor and serves as a member of the Watertown 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)
 - Manage new visitor follow-up and engagement process
 3. Facilitating: Handles all details for programs, ministry events, and training events.
 - Organizes Campus Pastor's schedules and keeps 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 other organizations using our facility
 - Schedule facilities and resources using Planning Center Online
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**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.

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

1. A current resume
2. 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.
