Job Description

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

About the Foxboro 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.

We launched the Foxboro campus in October 2017. As the newest Grace Chapel campus, and the furthest away, the Foxboro campus presents unique opportunities for growth and learning. We have a thriving, passionate congregation eager to discover life with God for the good of the world.

Purpose of Position

We are currently seeking a part-time administrator at our new Foxboro 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. The right candidate can transition between thinking big with the Campus Pastor (10,000 foot view), while also staying focused on day-to-day details (in the weeds).

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. Must be willing to work autonomously and stay on top of tasks with minimal oversight.
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. Computer/technical 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 as well as a variety of design, communication, and database software programs.

6. Passionate: A strong desire to be part of a local church ministry team.

Key Working Relationships

1. Reports directly to the Foxboro Campus Pastor and serves as a member of the Foxboro Campus Staff Team.
2. Works well with the other members of the Grace Chapel staff (requires effort and intentionality to nurture relationships remotely, as most time will be spent in Foxboro, not Lexington).
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 (including designing and uploading promotional content)
    - Maintaining website content (includes creating events on the website and updating accordingly)
    - Correspondence with volunteers and congregants, including welcoming new congregants, directing people to appropriate ministry leaders and staff in response to their needs, and keeping volunteers up-to-date
    - Contribute to Social Media accounts (Facebook, Twitter, Instagram)
    - Write, design, and send out the weekly campus newsletter
3. Facilitating: Handling all details for programs, ministry events, and training events.
    - Organizing Campus Pastor's schedule and keeping teams organized and on track
    - Planning and executing event details (luncheons, meetings, etc.)
    - Recruiting and assigning volunteers

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.