



2501 Gallows Rd., Dunn Loring, VA ▪ [www.theVineVA.org](http://www.theVineVA.org)

**Position Title:** Administrative Assistant

**Reports To:** Lead Pastor

**Directly Supervises:** N/A

**Status:** Part-time, 20 hours per week

- M-F, 9AM-1PM are preferred hours – but other options can be discussed.

**FLSA:** Exempt

**Effective Date:** October 2021

**Job Summary:** The Administrative Assistant is responsible for the day to day running of the Vine Church office, serving as a helpful and welcoming point of contact to interface with the congregation, the lead pastor, and Vine Staff.

**Essential Functions:**

- Serve as gatekeeper to Lead Pastor and other Vine staff while ensuring people are helped in a friendly and efficient manner.
- Serve as point of contact for building use & maintenance
- Prepare weekly reports and input of data

**Other Responsibilities:**

- Attend staff meetings
- Direct phone messages.
- Order office supplies & maintain main office space
- Maintain various types of policies, files, and databases for Vine Church, including mailing list and church flyers/publications, & oversee member database (Fellowship One)
- Maintain confidentiality of church members' private information
- Prepare materials for church annual meeting & serve as recording secretary
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Schedule the building use and serve as the primary contact for coordinating custodial services and maintenance work
- Assist with on-boarding new staff
- Prepare weekly attendance, finance, prayer, and other reports, update data to EVC (UMC data site)
- Update of Vine Calendar & basic information on web site

**Minimum Qualifications:**

- 3-5 years of experience as an administrative assistant is preferred.
  - Writing, editing, proof-reading, & organizational skills
  - Working knowledge of standard office equipment (computer, routers, copier, etc.)
  - Proficiency with Microsoft Office, Excel, and working knowledge of social media.
- Experience
- Cheerful, diplomatic, welcoming, & positive attitude
  - The ability to maintain confidentiality
  - Commitment to Vine Church culture and values

## **Core Competencies:**

*Mission Ownership and Execution:* Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation and can effectively communicate these ideas to staff and laity. Effectively executes the mission and vision by anticipating organizational barriers, using working knowledge of channels of communication and organizational decision-making processes to overcome these barriers, and understanding and supporting teamwork by promoting group goals ahead of personal agenda and offering self as resource to other team members.

*Helping Orientation:* Exudes a natural sense of care for the well-being of others and attends to their needs in appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and avoids communication triangles.

*Effective Communication Skills:* Can deliver a message clearly and articulately and demonstrates communication styles appropriate to the situation at hand. Can write clearly and succinctly in a tone appropriate to the context. Employs correct grammar, punctuation and patterns of speech. Provides the information people need to know to do their jobs well and helps them understand its relevance to the task at hand. Is timely and transparent in the sharing of information.

*Time Management:* Uses time effectively and efficiently to accomplish organizational goals. Can prioritize appropriately and respects the time of others. Can sense what will help or hinder accomplishing a goal and eliminates roadblocks.

*Initiative:* Enjoys working hard and sets demanding, but achievable, objectives for self and others. Seizes opportunities and is not afraid to take calculated risks. Generates new ideas and fresh approaches. Learns from mistakes and has good judgement regarding viable ideas and suggestions.

*Attention to Detail:* Keeps larger picture in mind while consistently attending to the many small pieces which must be assembled into an organized whole. Follows up on missing items. Able to determine and answer questions needed to address a problem.

*Resilience and Self-Development:* Has flexibility to cope with change and uncertainty and comfortably handles risk. Is sensitive to changing personal and organizational requirements and changes accordingly. Sets appropriate personal work objectives and measures own progress. Knows personal strengths and weaknesses and seeks regular feedback on performance to identify, address and develop needed skills.

**Resumes and cover letters may be sent to Pastor Katie: [pastorkatie@thevineva.org](mailto:pastorkatie@thevineva.org)**