



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

CAMPUS ADMINISTRATIVE ASSISTANT

Job Classification: Part-time; 10 hours weekly, non-exempt

Date: November 2019

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. The Steiner Ranch Campus receives effective administrative support to accelerate the vision and advance the mission to be a movement of changed lives that impacts Greater Austin and beyond for Christ.
2. Systems are developed and executed for the scheduling and usage of facilities; Service U and other tools are owned and optimized for greatest impact, awareness and alignment of resources.
3. Volunteers, lay leaders, congregants, visitors and more receive great care, next steps, and follow-up because our data base (Arena) is managed with excellence and continuously updated.
4. The Steiner Ranch Campus staff are resourced; supplies and tools are managed so everyone has what they need for ministry.
5. Healthy relationships and collaboration are increasing among the Steiner Ranch Teams and central support teams as we live out “one church in multiple locations.”

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Understand and fully engage in the mission, vision, values and pathway of Hill Country Bible Church.
2. Work with all ministries, leaders and others (internal and external) to ensure accurate info for the scheduling of facility usage; this includes but is not limited to ministry activities, community events, weddings, funerals, etc.
3. Become the expert and go-to person for all things related to Service U.
4. Learn and own the data base (Arena) and process for tracking engagement and next steps (volunteers, leaders, visitors, etc.); collaborate across all campus ministries and across the entire church (all campuses – one church in multiple locations) to ensure best practices and alignment.
5. Utilize Arena (or the unified system for all campuses) for tracking the disciple-making activity in Steiner Ranch.
6. Work with the Campus Ministry Coordinator for special assignments and tasks as needed – including the timely handling of all phone and email correspondence, effective administrative support to Campus Pastor and other ministry leaders.
7. Weekly and monthly meetings as established by your supervisor and Campus Pastor.
8. Collaborate with other assistants, coordinators, ministry leaders, communications and teams across all campuses; proactively engage in all church-wide initiatives, special meetings, initiatives, etc.
9. Work with and encourage front desk volunteers; ensure guests are welcomed in a friendly and consistent way.
10. Successful service on the overall staff team of Hill Country Bible Church.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Sees themselves as an owner of the mission, vision and values of Hill Country Bible Church
2. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire (if not already a member)
3. Highly relational – loves people and engages them easily
4. Strong Computer Skills (MS Office Products, Mac computers)
5. High level of organizational and multi-tasking skills; quality control management skills
6. Ability to quickly learn and own scheduling software (Service U) and data base (Arena)
7. Proactive learner – eagerness to be coached, evaluated and held accountable
8. Must be able to lift and carry up to 25 lbs. to assist with set up, tear down, room prep, etc. when needed; able to walk and navigate our facility and campus as needed.
9. Availability to work occasional Sundays and evenings, Christmas Eve and Easter.

CULTURE AND CLIMATE:

1. Position reports to Steiner Ranch Campus Ministry Coordinator; works closely with all Campus Staff
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
3. Core Values: Responding to God’s Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves