

# **Metropolitan District of the Christian and Missionary Alliance (The Alliance)**

## **Ministry Staff Position Description**

**TITLE:** Administrative Assistant  
**TEAM:** Strategy and Assessment  
**LEVEL:** Part- Time Hourly

### **SUMMARY**

The mission of the Metro District is to be a Christ-Centered Acts 1:8 collaborative movement of multi-cultural and multi-generational churches focused on Kingdom renewal in Metropolitan New York and all of New Jersey, including a mandate for the Cities, impacting everywhere with the Gospel in a transformative holistic manner.

The unique values of the Metro District are:

- Ministry and Life in the Spirit
- Kingdom Justice and Mercy
- Leadership Development and Soul Care
- Missional Living and Global Advancement

The individual holding the above position will be an active participant at a C&MA church, will be willing to adhere to the doctrinal distinctives and lifestyle policies of The Christian and Missionary Alliance and will commit to living out and leading others in the mission and values of the Metro District.

### **TEAM VALUES**

Each member of the Administrative Team shall exemplify the following team values:

- Spirit Led Leaders – Metro District staff exhibits the fruit of the Spirit, lives in the presence of the Spirit, and leads with the power of the Spirit.
- Team Collaboration – Metro District staff displays servant leadership, believes the best of others, and works collaboratively to accomplish the mission.
- Innovative Excellence – Metro District Staff embraces and fosters a culture of excellence/improvement that explores new and innovative ways to accomplish the mission.
- Diverse Multiplication – Metro District staff is intentionally inclusive (ethnically, gender, and generationally) in our leadership and in developing/releasing leaders from diverse backgrounds.
- Healthy Fun – Metro District staff maintains healthy patterns of work, rest, and fun.

### **Primary Duties:**

## **Client Service**

- Respond to inquiries and questions from churches and Alliance Districts
- Follow through with churches to support their progress or necessary actions
- Communicate with churches for scheduling and updates regarding their status

## **Reporting and Database Management**

- Update and maintain PEAK database and dashboard for church management
- Create and manage forms and registrations for training events
- Create reporting systems and maintain reports on each church in Strategy and Assessment Team
- Communicate with PEAK Coaches and Strategy and Assessment team for updates and reports to the database.
- Develop integrations and systems to increase productivity and connectedness within the Strategy and Assessment Team and in collaboration with other District Teams

## **Project Management and Event Planning**

- Coordinate on a regular basis with Strategy and Assessment Team Lead to improve the experience, follow through and database management for churches
- Assist Strategy and Assessment Team Lead with scheduling, coordinating and promoting events and training
- Complete office projects and other duties as assigned

## **Recommended Skills:**

- Administrative work experience (2 years min)
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Excellent written and verbal communication skills
- Comfortable working in and learning a variety of online platforms and databases
- Detail oriented and highly motivated by accuracy
- Strong ability to prioritize and manage complex projects
- Self-initiator
- Good problem-solving skills and the ability to troubleshoot
- A creative out-of-the-box thinker

## **Essential Functions**

Assigned as Administrative Assistant, shall be responsible to fulfill administrative activities efficiently and effectively to serve the Metro District.

Amenable to the Strategy and Assessment Team Lead, exercise Spirit led discretion, and facilitate collaboration as a member of the Strategy and Assessment team, to fulfill the vision of the Metro District while accomplishing assigned duties.

**Qualifications:**

- **Spiritual Vitality:** Shall be a committed follower of Jesus Christ who is regarded by acquaintances and colleagues as a person who consistently follows biblical principles.
- **Personal Integrity:** A consistent record of truthfulness, honoring commitments, maintaining confidences, and handling personal affairs (including finances) honorably; a mature Christian who is insightful, credible, sensitive, and spiritually discerning in dealing with others.
- **Personal Characteristics:** Systematic thinker; strong organizational skills; effective relational skills; works well with a variety of personalities people from diverse generations/backgrounds; maintains long-term commitments and relationships; active listener; emotionally stable and mature; flexible; excellent verbal and written communication skills; prudent expense management; internally motivated; high energy level; knowledgeable and enthusiastic about the ministry and mission of The Metro District and The Alliance globally; has Alliance ministry experience.

**Rewards and Benefits:**

Compensated for part-time work 20 hours/week, M-Th.

- Paid vacation days per employee handbook
- Paid holidays per employee handbook
- Paid sick/personal days per employee handbook
- Employee will work from home between Christmas and New Year's Day at full hourly rate as the District Office will be closed
- District covers registration, transportation, and lodging for Annual District Conference and training seminars (when granted)