



ADMINISTRATIVE ASSISTANT FOR CONNECTIONS & LIFE GROUPS 2020

1.0 FUNCTION

To provide effective and efficient administrative support for the Connections & Life Groups departments in a way that facilitates overall ministry effectiveness. The Administrative Assistant for Connections & Life Groups must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of ongoing duties of the job.

2.0 RESPONSIBILITIES

2.1 Connections

- Produce Connections booklets
- Attend the beginning of each Connection class
- Take pictures of the Connection class attendees and upload to Planning Center
- Coordinate all communication for Connections Classes
 - Class information
 - Announcement promo
 - Pre-work
 - 6 month follow up with all new members and everyone who did not complete membership
- Schedule and host quarterly membership meeting marathons
- Coordinate Connections lunch (supplies, set up, etc.)
- Provide quarterly membership changes update
- Oversee Planning Center membership review process

2.2 Life Groups

2.2.1 Life Groups

- Coordinate Life Group requests from website and send group recommendations
- Perform follow up on Life Group placements every 30 days
- Ensure ongoing maintenance of group rosters with new member Placements
- Three times per year, review and update Life Group Database: meeting locations, group member rosters, meeting times, childcare availability, etc.
- Manage Life Group leader database consisting of birthdays, wedding anniversaries, and Life Group leadership/service anniversaries

2.2.2 Classes and Forums (Foundations, LG Leader Forum, Men's Bible Study, Women's Bible Study)

- Produce materials for each class/meeting
- Maintain inventory of materials
- Coordinate online and digital materials, as applicable, ensuring the materials are up-to-date and readily available to attendees
- Provide support to ensure all audio/visual requirements, room reservations, set up, etc. are met

2.2.3 Annual EQUIP Conference

- Coordinate all event correspondence to Life Group leaders and Elders of NHC
- Provide administrative support for the annual EQUIP conference
- Assist with event planning and implementation

- Assist with budget planning, tracking, and reporting

2.3 General Administrative Duties

- Provide support for those within the Connections & Life Groups areas as needed related to scheduling, correspondence, and timesheets
- Provide clerical support or online research support as needed
- Respond to weekly connect cards
- Provide regular tracking and reporting of Connections & Life Groups department budgets
- Process monthly visa statements and submit check requests and reimbursement forms for payment
- Ongoing maintenance of Planning Center People database (merging duplicate profiles, updating addresses, inputting new members, etc.)

3.0 ACCOUNTABILITY

The Administrative Assistant for Connections & Life Groups is accountable to the Executive Pastor of Life Groups and Staff Leadership and will report on all activities on a regular basis or as requested.