



## JOB DESCRIPTION

**DATE:** March 30, 2025  
**JOB TITLE:** **Administrative Assistant**  
**LOCATION:** Osage Campus  
**REPORTS TO:** Campus Pastor  
**FLSA STATUS:** Part-Time, Non-Exempt  
**WEEKENDS:** No

### SUMMARY

The Administrative Assistant is responsible for providing professional administrative and ministry support at the Osage Campus. Candidate will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties, in addition to these may be assigned.
- Responsible for managing the data in Rock RMS as it pertains to the Osage Campus, people, and activities.
  - Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
  - Oversee and work alongside to provide support for Women's Ministry initiatives such as Moms Meet, women's small groups, and special events.
  - Support care at the Osage campus, by distributing care and benevolence cards, maintaining care notes in Rock, and processing benevolent fund requests.
  - Manage projects and task lists for ministry programs, systems and initiatives such as Rock RMS, Connection, Volunteer Training, Baptism, Care, Local Missions, etc.
  - Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
  - Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
  - Coordinate, write, and distribute correspondence and responses for the Osage Campus.
  - Event organizing and project management including, but not limited to, events such as volunteer celebration, conferences, classes, meetings, and other family events.
  - Manage the facility schedule, needs, building keys, and security systems.

### SUPERVISORY RESPONSIBILITIES

- N/A

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The Individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The Candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High school diploma required.
- Experience coordinating and recruiting volunteers desirable.
- Clerical training and/or experience in an administrative support role is helpful.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.
- Proficient in the use of Google Workspace and Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with a set of stairs. It is a nonsmoking environment.

### **COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_