



POSITION DESCRIPTION

EFFECTIVE DATE: May, 2024

TITLE: Admin Associate

POSITION TYPE: Full Time (40 Hours)

ACCOUNTABILITY: Pastor of Connections and Community & Associate Pastor

PRIMARY DUTIES:

To ensure that the “front doors” at Ridge Church are maintained and cared for. These “front doors” refer to:

- Physical Office Space & Reception
- Online Administrative Systems (Planning Center, Rental Requests, Website)
- Communication Materials (Posters, Invite Cards, Signage)
- Connection Areas (Lobby, Entrances)

Give administrative and event support to other ministry departments.

KEY RESPONSIBILITIES:

1. Responsible for the office reception, making sure it is covered effectively.
2. Ensures the care and upkeep of the office and lobby environments, making sure everything remains clean, organized, working, and stocked.
3. Helps maintain and improve administrative systems (including online systems) alongside the Associate Pastor.
4. Supports other ministry departments administratively.
5. Supports other ministry departments by helping coordinate events and ensuring that the events meet Ridge Church standards.

Tasks by Responsibility

Office, Kitchen, & Lobby Care - 30%

- Coordinate coverage at the front desk to receive any visitors, online requests, and answer the phone Monday – Thursday from 9:00am to 4:00pm.
- Make sure the hospitality elements (coffee, water, cream etc.) are stocked and set up.
- Make sure the photocopier room is stocked and organized with all necessary supplies.
- Keep the phone system for the office up to date.
- Document and upkeep office procedures for the staff.
- Make purchases and orders for other staff members.
- Make sure the lobby is set up and presentable throughout the week.
- Make sure entrances are guest ready, safe, and clean.
- Make sure the kitchen has the supplies needed and that the fridges are organized.

Event & Sunday Support – 40%

- With the Associate Pastor update and maintain the Ridge Church Ministry and Bookings calendars.
- Meet with staff to go over their event requests.
- Help improve our event coordination systems.
- Bring leadership or support to Ridge Church events when tasked by the Pastor of Connections and Community and the Associate Pastor.
- Sunday Support
 - Adult Classrooms - set-up and supplied (resource and food & beverage).
 - Coffee Bar - set up & supplied.
 - Lobby - Make sure it is set up and presentable.
 - RidgeKids - aid RidgeKids staff in the set-up of the classrooms.
 - Community Room - clean and organized
 - Be on call support for various Sunday ministries.

Admin Support – 30%

- Responsible to build groups, forms, lists, and registrations for all departments on Planning Center Online.
- Help build and maintain Planning Center Online standards and procedures for Ridge Church.
- Help ensure that that the standards are upheld for using Basecamp.
- Keep all of our online infrastructure systems organized and up to date. This includes Basecamp, Planning Center, Ridge Church Facebook groups and the Ridge Church Google Drive.
- Update and edit the Ridge Church website.
- Support the Associate Pastor in improving all back end administrative systems used at Ridge Church.

- Document all systems and practices being built alongside the Associate Pastor.
- Any other assigned tasks by the Associate Pastor.
- Aid other ministry departments by building Mailchimp mail merges templates.
- Aid with the uploading of online content.
- Create and send out our monthly mail merge newsletters

General Comments

Responsibility to God:

- Love God with heart, soul, strength, and mind
- Joyfully respond to God's call to ministry
- Maintaining a fresh relationship with God through appropriate spiritual disciplines
- Servant leader as per Jesus' model
- Faithful steward of financial resources

Responsibility to Self & Family

- Vital, growing relationship with spouse if married
- Integrity, high moral & ethical character
- Maintain personal health through recreation & relaxation
- Manages his or her financial matters with integrity
- Grow in ministry effectiveness through reading and ongoing education.

Education and Experience

- 2+ years of experience in a ministry position
- 2+ years of experience in event management / project management would be an asset
- Experience using Planning Center Online would be an asset
- A willingness to continue to grow and learn

Final Note

- Due to the nature of this position, flexibility at specific times and seasons to accommodate ministry events will be necessary. A basic weekly work schedule will be agreed upon with the direct supervisor. Sundays are considered part of the work week.

Compensation:

- Salary Range: \$45,000 – \$51,000
- Benefits: Full benefits package (employee pays into LTD)
- RSP: 5% RSP contribution
- Phone: \$75 a month for phone plan

