



Job Title: Connection & Care Admin

Part-time, 25 hours a week | Non-exempt | Reports to Director of Connection & Care

Purpose

The purpose of this position is to provide administrative support to the Director of Connection & Care. Through administrative excellence and collaborative effort, this dynamic team will effectively help people to grow from first time guests to fully engaged members of The Sanctuary Covenant Church.

Responsibility Area: Ministry Coordination/Support

- Provide general administrative and office management support for all Connection & Care projects, events, & teams
- Ensure timely, effective communication & correspondence with staff, volunteer teams & congregation
- Maximize Planning Center Online and other tools to ensure all new people are integrated into church family
- Maintain the calendar of Connection events
- Work collaboratively with other admin staff and broader leadership

Other Responsibilities

- Meet regularly with supervisor for prayer, planning and accountability
- Attend staff gatherings, including weekly staff meetings
- Able to work some evenings and weekends
- Miscellaneous job-related duties as assigned in support of church events and priorities

Basic Qualifications and Experience

- Demonstrated faith and lifestyle commitment to the Lord Jesus Christ
- Commitment to the mission, purpose, vision & core values of the Sanctuary Covenant Church and the Evangelical Covenant Church
- High school diploma or GED preferred
- 2-3 years of demonstrated relevant experience, paid or volunteer

- Member of or seeking membership at Sanctuary Covenant Church
- Previous experience working with nonprofits and/or faith-based organizations

Knowledge, Skills and Abilities

- Effective verbal and written communication skills, especially across ethnic, gender and generational lines
- Excellent organizational and multitasking skills
- Exceptional standards regarding accuracy and attention to detail
- Excellent event planning skills
- Demonstrated ability to initiate and complete tasks and projects within a given timeline
- Strong aptitude for process improvement, problem solving and creativity
- Ability to be flexible and respond to changing priorities
- Ability to work effectively and efficiently independently as well as within a team structure
- Advanced user skills in MS Office Suite (Word, Excel, Access, PowerPoint, Publisher, Outlook) or other organizational/communications tools
- Ability to type 45 wpm

To Apply:



Send a resume and cover letter to Tyler Dixon-Ross:

tyler@sanctuarycov.org