



Administrator

Time Commitment: Full Time

Position Overview:

This position requires working with all areas of ministry and being the liaison between church members and staff. You should have professional oral and written communication skills and excel at multitasking. You should be able to articulate TJC vision, mission, beliefs, and values effectively and efficiently.

Job description:

- organize and maintain CCB (church database) by making sure all profiles and information is correct
- manage and maintain TJC calendar including event rentals
- manage church vendors and supplies; this includes finding a place for storage, organizing them, and ordering supplies weekly
- create and manage a system for tracking supplies in the office, cafe, and individual ministries
- print, put out, and oversee Connect Cards, Pens, and Welcome Packets
- oversee and schedule deliveries
- replies promptly and professionally to emails and phone calls and get necessary messages to the proper people
- check, send, and distribute mail every day
- manage all incoming packages; put away or notify the correct recipient daily
- assist in administrative tasks for the Executive Team
- manage the church office and volunteers needed to accomplish office tasks
- oversee the Growth Track room; set up, supplies, etc
- help provide support surrounding Human Resources for the staff including tracking vacation and time off
- help create and support efficient processes to serve the body well as it grows
- reports to Brady

Competencies:

- Be punctual
- Have an attitude of humility and mutual submission in a high-energy, fast-paced, and collaborative leadership environment
- Be able to present ideas
- Possess the biblical character as a servant-leader of the church
- Be a Self-starter, flexible and adaptable

- Have the ability to work independently, problem solve and take initiative, set priorities and see projects through to completion
- Be an active communicator who listens to the needs of our ministry leaders and responds to those needs with helpful solutions
- Be flexible and expect TJC to always to be changing and improving for the better of the body

Lastly, we are a team and even more so a family, which means everything in TJC is our responsibility, so if something needs being done, do it!

TJC Spiritual Formation Markers:

As a member of our staff, this position is expected to fully embrace these formation markers and seek to model them to others as well.

- An unwavering submission to the authority of, and pursuit of God in, the Scriptures
- A child-like dependence upon God in prayer
- A relentless devotion to making Christ the center of home life
- A contagious passion for people and the gospel, both locally and globally
- A commitment to being invested and tied to biblical community
- A not-of-this-world level of transparency through confession of sin and repentance
- A Christ-reflecting joy in serving others, inside and outside the church
- A kingdom-first kind of generosity with financial resources
- A go-the-extra-mile type of willingness to fight for unity in the church
- A genuine Christ-exalting, self-minimizing humility
- An abnormally compassionate heart of mercy, grace, and forgiveness toward others
- An absolute trust of God's sovereignty through suffering

Staff Leadership Culture and Values:

These should be ingrained into who you are! Let these serve as your motivation and as a reminder of what to be continuously striving for as a staff member at TJC.

1. Maintain a vibrant walk with Jesus

Do I have a daily routine and plan of Bible reading and prayer?

2. Lead/serve your home as a top priority

Does my family feel like I make them a top priority?

3. Exhibit high character

Would I want others in TJC to emulate my attitudes, actions, and choices?

4. Remember our "why"

Am I weighing and measuring my ideas, tasks, and leadership around showing Jesus as incomparably glorious?

5. Work with an urgency

What am I doing with my time right now that is actively pushing the organization forward?

6. Perform all tasks with excellence

Do I strive to reflect God's greatness in every task I perform?

7. Sharpen your leadership & skills

What am I reading, listening to, or watching to better my ability to lead and perform my specific job tasks?

8. Speak with candor & respect to colleagues

Do I honestly share my opinions and feedback on ministry related decisions, ideas, and quality?

9. Honor TJC volunteers

When is the last time I went the extra mile to serve, equip, or encourage a volunteer?