



## **Custodian/Set-Up Personnel**

### **THE ROLE**

Provide administrative support for the Operations Department to help ensure overall effectiveness and efficiency.

### **THE SCOPE**

The Operations Department is an essential overall support ministry at Southwest Church. The Administrative Assistant position supports the Operations Department with database management, calendaring, fielding phone calls and emails, and organizing events.

### **YOUR BOSS**

Receives support and guidance from the Pastor of Operations.

### **OUR VISION**

Southwest Church is a Gospel Centered, Multiethnic, Intergenerational Church. We Love Discipleship.

### **OUR FOCUS**

Southwest Church is focused on discipling people to become committed followers of Jesus Christ. We desire all members of Southwest to be:

- Planted - to our church and our ministries.
- Rooted - in their connection to God, the Church, and to their individual Purpose.
- Growing - in their faith and in their relationships with others.
- Going - in service and witness to our local community and to the world.

### **SOME KEY RESPONSIBILITIES**

As a vital member of the Operations Department, you will work closely with the other members of the team to:

- Serve as the initial ambassador for the Operations team by fielding initial phone calls, walk-ins and email inquiries.
- Recruit, train, and develop volunteers to assist with department administration.
- Provide administrative support for events, including managing registrations, tracking resources, and coordinating volunteers.



- Maintain the church database records for Operations Department volunteers, events, and attendees.
- Maintain the yearly calendar for the Operations Department including church-wide planning calendars and resource calendars.
- Oversee and maintain the Operations Department office supplies inventory.
- Support monthly church credit card and petty cash reconciliation for the Operations Department.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

- 2+ years related Operations in a ministry setting preferred.
- Able to meet deadlines while managing multiple projects.
- Strong communication and computer skills.
- Must be a proactive self-starter, creative problem solver and team player.
- Able to work collaboratively with other department teams to support the ministry of Southwest Church.
- Understanding of confidentiality and proper care of personal information.
- Knowledge of computer applications such as Word and/or Pages, Excel and/or Numbers, PowerPoint and/or Keynote, etc.
- **Physical requirements:** Constant periods of sitting and repetitive motions. Occasionally able to lift or move up to 20lbs and standing or walking.