



JOB TITLE: Next Steps Administrative Assistant - Tempe

POSITION SUMMARY

The Next Steps Administrative Assistant provides administrative support for the Director of Next Steps and the Next Step Team at Sun Valley Community Church (SVCC). This includes managing logistics and details for Small Groups, Bridges, local Outreach and other Next Step ministries. In all actions they reflect the SV team leadership distinctives.

This position is 20 hours per week at the Tempe Campus.

ESSENTIAL FUNCTIONS

1. Schedules and organizes activities including Next Steps events, group meetings, and special events utilizing ServiceU.
2. Maintains Next Steps data in Fellowship1, ensuring information is current and accurate
3. Partners with Small Group Coordinator in providing support and training to Small Group hosts to consistently track attendance. Follows up with Small Group hosts as needed
4. Provides administrative support and manages logistical details for groups and bridge events in advance of meetings and events which may include: planning and coordinating presentations, disseminating information, creating information pieces
5. Provides general administrative support for Next Steps ministry, as needed, which may include: typing, filing, copying, making and receiving phone calls
6. Supports the Director of Next Steps with calendar, emails, credit card reconciliation and other duties, as assigned
7. Presence: Represent Next Step at all events connected with groups to include, but not limited to: being present on weekends during critical sign up seasons for groups, manage and attend training events for SG leaders, oversee kickoff for various bridge groups (as needed).
8. Works with the Local Outreach Coordinator, Campus Coordinator and Assimilation Coordinator to facilitate people taking a next step into First Step, a small group or serving opportunity.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- One year of administrative experience
- Effective communication skills, both verbal and written
- Thorough, detail oriented with strong organizational skills
- Collaboration skills and flexibility
- Agrees and aligns with the vision, values and doctrine statement of SVCC
- Ability to recruit and develop volunteers
- Proactive, flexible, self-motivated, team player

PREFERRED QUALIFICATIONS

- Background in administration and database management preferred