



**Job Title:** Part Time Administrative Assistant  
**Department:** Converge Church Strengthening  
**Reports To:** National Director of Converge Church Strengthening  
**Staff Name:** TBD  
**FLSA Status:** Non-Exempt  
**Prepared By:** Bruce Hopler and Lisa Johnson  
**Prepared Date:** 5/18/18

### ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

### SUMMARY

- 1) As part of our One Mission, provide exceptional service to constituents in the Converge church strengthening family.
- 2) Assist the National Director of Church Strengthening with all church strengthening projects, systems, and events, as requested.
- 3) Maintain accurate data bases, necessary records with a discipline of contacts and calendar.
- 4) Serve the overall One Mission by specialized duties as follows.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support for the National Director of Church Strengthening.
2. General Administration – Handles and coordinates church strengthening correspondence, digital communications, phone inquiries and mailings. Completes, submits and maintains files for department expense reports. Uses our constituent management software CRM in the day-to-day management of church strengthening information. Have a working knowledge and exercise use of social media (Facebook, Twitter, Instagram) and Google applications. Should be competent in Microsoft Word, Excel and other major Microsoft products.
3. Assists Director with travel arrangements – This can be comprehensive and can change at last minute. Willingness to make adjustments is essential.
4. Positive Interaction with clientele – Our 11 district offices and over 1300 churches are under constant demands. We serve them with a positive attitude, even when they are not able to respond in a manner in which we prefer.
5. Event planning – Assist Director of Church Strengthening with the planning and execution of the annual Converge-wide event and smaller events such as Compass.
6. Ability to foresee details and administrative needs – In addition to assigned task, it is considered highly valued for the admin to foresee administrative needs before the director has even had a chance to think about it.
7. Light administrative work outside of, yet related with, our office – Some of the districts have limited or no administrative support. In order for a national project to get accomplished, sometimes requires for our office to provide administrative support on both sides of the equation.
8. Budget – Will assist the director in monitoring the budget updates and expenditures by using our financial software, Microsoft Dynamics Navision.

9. Research – Provides competent research, as needed, to help determine feasibility of projects and systems which impact Converge church strengthening initiatives.
10. Volunteer Coordination – Coordinates limited administrative duties on behalf of volunteers associated with this office.
11. Manage time wisely – The National Director is out town often. Expectation is high to maintain a level of trust in wise time management. This includes being ready to work at your desk at the agreed start time, clocking out for lunch, minimal use of personal social media/ texting and other personal matters on the clock, being proactive about work opportunities when prescribed assignments are caught up and while it is healthy to engage in office relationship, keeping this to a reasonable amount.
12. Periodic travel to attend various Converge functions is required. Other duties may be assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have complete familiarity with computer functions. This position may be required to use other software as technology changes. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B.A.) from a four-year college or university; or two or more years related experience and/or training; or equivalent combination of education and experience. Demonstrates interest and takes initiative to attend learning and job training experiences.