



OPERATIONS DEPARTMENT ADMINISTRATIVE ASSISTANT

Mission of The Journey: To help people find Jesus and follow him fully

General Description: Provides administrative and financial support to Operations Department. Serves as project manager on key projects and helps facilitate communication with other staff and leaders.

Qualifications:

- Follower of Jesus with strong character
- In agreement with "[What We Believe](#)" and "[Leadership Core Values](#)"
- Consistently practices all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing & inviting, practicing a slot & spot, giving your first)
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- Able to maintain confidentiality
- Strong administrative abilities, including proficiency in Microsoft Office programs and Google Apps, and ability to quickly learn CCB (church database)
- Possesses effective written and verbal skills

Essential Functions:

- Serve as project manager for Operational area projects; communicate with team members, keeps track of all next actions, and ensure that team hits deadlines
- Help prepare materials for meetings; organize notes and ensure necessary follow-up occurs after each meeting
- Respond to all phone calls and voicemails that require follow-up
- Help schedule appointments and manage calendars
- Organize all receipts and produce expense reports monthly for all corporate card expenses
- Assist with budget management and submit purchase requisitions as needed
- Troubleshoot PushPay and/or CCB issues, working with The Journey's IT Dept.
- Run scheduled reports for the Lead Team on a rhythmic basis (ex. Giving Ladders, Recurring Givers Paused/Cancelled, Backdoor Analysis, etc.)
- Run errands weekly as needed

General Responsibilities:

- Champion gather, connect, and serve

- Participate in monthly staff meetings and weekly department meetings

Position Type: Part-time, 15 hours/week

Reports to: Executive Pastor (currently reports to Executive Assistant to Lead Pastor)

Direct Reports: None

Physical requirements: Lifting, pulling, bending, carrying and pushing as needed to set up activities and events

Process:

- Apply by going to <http://yourjourney.tv/job-openings/>.