



Role Description: Administrative Assistant

Hours: 30 Hours Weekly

Reports to: Directional Leader - Josh Wilson

Compensation: Commensurate with experience

Purpose:

The Administrative Assistant will provide administrative support for the operation and ministry of New Heights Bentonville. The scope of this position includes office management, operational, and HR support. Additionally, the administrative assistant will provide administrative support for pastoral & ministry staff as requested. The administrative assistant will maintain office hours of 9 a.m. - 2 pm Tuesday - Thursday with a flexible schedule beyond those hours.

Key Responsibilities (Including but not limited to)

Operations

1. Respond promptly to member inquiries via phone and email.
2. Check church mail and PO Box bi-weekly.
3. Manage church building rental and usage by members and groups.
4. Coordinate with the landlord, custodial, and relevant parties regarding building repairs and maintenance.
5. Order supplies for custodial staff.
6. Order office supplies as needed.
7. Oversee monthly safety inspections.
8. Coordinate annual fire inspections.
9. Vehicle registration and maintenance.
10. Assist ministry leaders in onboarding new employees.
11. Manage active insurance policies.
12. Assist admin team with relevant tasks for staff and church.

Finance

1. Issue and maintain employee purchasing cards.
2. Manage employee credit limit raises with the approval of the Directional Leader.
3. Intake and response to benevolence requests

Ministry Support

1. Oversee and maintain the church database, manage workflows in planning center, and assist staff with database updates when needed
2. Generate lists and reports from the database.
3. Track attendance
4. Create forms, registrations, spreadsheets, and documents as requested.
5. Work with the Directional Leader to disseminate information to staff and key leaders.
6. Attend and take notes in meetings as requested.

Requirements:

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|--------------------------------|--|----------------------------|
| • Extremely
Detail-oriented | • Self-starter | • Technically
inclined. |
| • Kind and
Professional | • Anticipates needs | • Goal-oriented |
| • Organized | • Excellent written
and verbal
communication | • Problem-solving |

New Heights Bentonville Staff Values:

1. Trust

Behavior: "We are trustworthy people and work to build trust with each other."

2. Honor

Behavior: "We serve, respect, and defend one another. We pursue each other in healthy conflict."

3. Clarity

Behavior: "We over-communicate and strive for clarity in all interactions."

4. Grit

Behavior: "We work hard, take ownership, and don't shy away from taking faith-filled risks."

5. Growth

Behavior: "We pursue excellence and seek every opportunity to grow. We are open to input from others."