

## Position Description

**Job Title:** Ministry Assistant to the ACF | Hutto (ACFhu) Community Pastor (CP)

**FLSA Status:** Part-time, non-exempt (10 hours weekly, on average)

**Hiring Range:** TBD

### **Purpose**

To provide administrative support to the ACF | Hutto Community Pastor

### **Essential Duties and Responsibilities**

Attend ACF | Hutto services and events

#### **Scheduling:**

- Manage ACFhu CP's calendar and schedule
- Coordinate scheduling for ACFhu event/meetings
- Update ACFhu master calendar (Physical and Online)

#### **Data and Record Taking:**

- Manage volunteer assimilation; maintain ACS database
- Record and file notes from team meetings and others as necessary

#### **Coordination/Communication:**

- Coordinate special events and meetings for ACFhu CP
- Conference booking and facilitation
- Maintain ACFhu Web Site/Facebook/Twitter/etc. accounts and gather content

#### **Logistics and Supplies:**

- Purchase, Create, Maintain and reproduce ACFhu training materials, procedure documents
- Assist in equipping volunteer leaders with team materials, communication and training

#### **Clerical:**

- Order/Arrange for meals for rehearsals/meetings/events along with ACFhu CP
- Processing visa accounts reconciliation
- Other duties as assigned by the ACFhu CP

### **Core Competencies**

- Excellent interpersonal, written and verbal skills
- Excellent calendar management skills
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook as well as Mac OS
- Exceedingly well organized with strong decision-making ability and attention to detail
- Ability to prioritize and manage multiple projects simultaneously, track open items, following-up / following-through on issues in a timely manner, and manage to deadlines
- The ability to interact with staff (at all levels) and volunteers in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism