

Care, Community Groups, Equipping & First Impressions Administrative Assistant



Position Description

The Care, Community Groups, Equipping & First Impressions Administrative Assistant will diligently assist and serve the pastoral staff, adopting a servant attitude in all areas and keeping all church-related information in strict confidentiality. This individual must have a working knowledge of each ministry area and be able to help with communication within and between ministry areas.

Primary Responsibilities

Pastoral Support

1. Print materials for classes, groups, and events
2. Order books and supplies
3. Prepare sermon slides, and notes for bulletin
4. General office needs

Care Ministry

5. Assist with the intake and record keeping process for benevolence and counseling care needs in our church
6. Assist with communicating and preparing for equipping classes related to care
7. Communicate with various care teams at Parkview and with partner organizations

Equipping

1. Assist with communicating church-wide equipping classes and events
2. Assist pastors with materials for equipping classes
3. Assist with conferences and events related to equipping

First Impressions

1. Schedule First Impressions volunteers.
2. Maintain Connect Center supplies
3. Assist with connecting people at Parkview

Office Support

1. Occasionally answer phones and assist visitors to the church office
2. Assist, support, and effectively communicate with other staff and office members as needed
3. General office needs

Direct Report

Pastor Jeff Gilmore

Competencies

- Strong interpersonal skills, Ability to work well with others
- Able to work independently (in addition to working well in a team setting)
- Self-starter
- Verbal and written communication skills
- Discernment, Confidentiality and Discretion
- Be able to Prioritize, be Flexible, and Multitask
- Strong Organizational skills, Attention to detail, Proficiency in Microsoft Office

- Self-disciplined, Ability to be self-motivated
- Agreement with the Parkview Church mission and vision statements and the EFCA statement of faith
- Gifted in communication, visionary leadership, staff and volunteer management and organization
- Skilled in writing, social media and visual design

About Parkview Church

Parkview Church is a member of the Evangelical Free Church of America (EFCA). The church has a long history dating back to the 1930s in the Iowa City/Coralville area. Today, Parkview has a vibrant ministry in Iowa City and the surrounding area, on the campus of the University of Iowa, and around the world. With over 1,000 weekly attenders on average, Parkview is one of the larger churches in the area. Parkview is located in one of the fastest growing and unchurched areas of the state and is a multisite church with three area campuses.

To Apply

Please send a resume and cover letter to Emily at emilyk@parkviewchurch.org.