



Community and Connections Administrative Assistant – Part Time

Job Summary: The Community and Connections Administrative Assistant plays a pivotal role in the seamless operation and growth of our Community and Connections ministry. This position is responsible for providing comprehensive logistical and administrative support, ensuring effective communication, efficient record-keeping, and robust resource management. The ideal candidate will be a highly organized and proactive individual dedicated to supporting our staff, volunteers, and church partners, contributing to a thriving and connected community.

Key Responsibilities:

General Administrative Support:

- **Scheduling & Calendar Management:**
 - Coordinate and manage the calendar for the Small Groups Pastor, including scheduling meetings and appointments as needed.
 - Arrange and confirm meeting times and locations to ensure optimal availability for all group leaders and members.
- **Communication & Outreach:**
 - Disseminate critical information about group activities, events, and resources through various channels, including email, newsletters, and other communication platforms.
- **Record Keeping & Data Management:**
 - Coordinate and maintain accurate and up-to-date records of group participation, attendance, and contact information.
 - Proactively follow up with individuals to obtain missing updates and provide system training as needed to ensure data integrity.
- **Resource Management:**
 - Ensure that the Community and Connections teams have all necessary materials, supplies, and resources readily available for successful meetings, events, and activities.
- **Group Formation & Placement Facilitation:**
 - Assist in the strategic process of connecting individuals with appropriate small groups, fostering strong connections.

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- **Event Planning & Execution:**

- Collaborate on the planning, coordination, and successful execution of various small group events and activities.

Skills and Qualifications:

- **Exceptional Organizational & Time Management Skills:**

- Proven ability to prioritize tasks effectively, manage multiple responsibilities simultaneously, and consistently meet deadlines in a dynamic environment.

- **Strong Communication Skills:**

- Excellent written and verbal communication abilities, enabling precise, concise, and professional interaction with group members, leaders, and staff.

- **Interpersonal & Relational Skills:**

- Demonstrated ability to build strong rapport, foster positive relationships, and cultivate a welcoming and inclusive environment for all participants.

- **Proactive Problem-Solving:**

- Adept at identifying potential issues, analyzing challenges, and implementing practical solutions within the small group ministry.

- **Computer Proficiency:**

- Proficient in using relevant software and digital tools for communication, scheduling, and record-keeping (e.g., Microsoft Office Suite, Google Workspace, database management systems).

- **Commitment to Mission & Values:**

- A genuine desire and passion for supporting the spiritual growth and personal development of individuals within the Community and Connections ministry, aligning with the Bridge Church's mission and values.

- **Operate as a member of the Bridge Staff:**

- Attend and participate in all required staff and team meetings, and assist with church-wide events as needed and as available.