



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Classification: Full-Time, exempt

Compensation: TBD (based on experience)

PLEASE NOTE: Both men and women are encouraged to apply for this position.

SUMMARY

The Administrative Assistant helps the Well Austin accomplish its vision by providing administrative support to The Well's staff team and oversee the management of The Well offices. This individual possesses the gifts of administration, hospitality, and discernment and has excellent communication, planning, and time management skills. In addition, they have solid experience (2+ years) providing administrative support, 1+ year of office management experience, value and protect diversity, and display excellent interpersonal skills to build quality relationships within a team.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. The administrative needs for the staff team are anticipated and fulfilled promptly with excellence in such a way that allows them to be able to focus on their ministries and duties more efficiently and succinctly.
2. The offices are effectively managed to ensure a clean, organized, welcoming environment for the staff and guests.
3. Each ministry is assisted consistently with administrative tasks that allow for each ministry to run smoothly.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Support the staff team administratively, including but not limited to: setting up and overseeing forms, groups and scheduling in Push Pay, building forms and printing materials for meetings, classes or events, maintaining the staff info calendar, coordinating office supply orders, maintaining the supply inventory, recording meeting notes, collating and distributing mail daily, setting up rooms for meetings and events, coordinating meal delivery (when needed), delivering team-wide communication, greeting visitors to the office and answering and returning phone calls and emails.
2. Oversee and manage the overall appearance and processes related to maintaining a clean and well-sourced office space for The Well Staff Team and visitors, including but not limited to: purchasing office supplies and equipment, maintaining proper stock levels, maintaining overall appearance and organization of office (supply closets, pantries, shelving, etc.), coordinating cleaning of office, overseeing the day to day upkeep (trash, dishwasher, etc.), providing full oversight for the printer, rent, internet and utility services, and acting as the liaison between The Well, Clayton Towers and Facilitron.
3. Thoughtfully improve upon policies and procedures, resulting in an efficient and innovative work environment.
4. Attend and participate in all staff meetings, events, and trainings.
5. Create an environment that upholds the Team Covenant and encourages camaraderie among teammates.
6. Identify areas of opportunity and proactively take steps to improve in those areas.
7. Lead out in emotional and spiritual health in all areas of ministry.
8. Fulfill other duties as assigned by the Ministry Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Above all, he/she has a personal affection for Jesus that is growing, sincere, and contagious.
2. Believes deeply in the mission of God, the mission of the Church, and the mission and vision of The Well.
3. 2+ years' experience serving in an administrative position or role similar in nature.
4. 1+ year of office management experience.
5. Ability to set up and maintain email systems, file-sharing systems, and calendars.
6. Proficient in Microsoft Office, Google Suite, and MailChimp.
7. Experience with church database systems is preferred but not required.
8. Excellent communication skills (both verbal & written).
9. Proven ability to work collaboratively with others.
10. Proven ability to manage multiple projects at one time and meet deadlines.
11. Self-starter with a strong work ethic and excellent time management skills.
12. Ability to determine next steps and create processes that move goals/objectives to clear, deliverable outcomes.
13. Ability to maintain utmost professionalism and confidentiality when handling sensitive information.

CULTURE:

1. Actively participating in the life of The Well by attending weekly gatherings, upholding the core beliefs and values, joining a community group, and living out the mission of the Well.
2. Theologically aligns with the core beliefs of The Well and becomes a church member within 3 months of hire (if not already a member).
3. Adhering to the Team Covenant and sees themselves as an owner of the mission, vision, values The Well upholds.
4. Works well with a team and desires to be a family first, before an organization.

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