

**PRIMARY OBJECTIVES**

The Discipleship Administrative Assistant provides administrative support to the staff in the Discipleship Department. Specifically, this will include assigned email or telephone correspondence and coordinating details with production, communications and other departments for Village Discipleship and Training events (Community Groups, Alpha, Village Financial, etc.). The Discipleship Administrative Assistant clearly understands Strategic Discipleship initiatives of Village Church and the journey towards spiritual maturity.

Reports to: Executive Pastor of Sites & Discipleship

**DEMONSTRATED QUALITIES**

The Discipleship Administrative Assistant demonstrates these characteristics:

- Fulfill the character qualification of a deacon as taught by the Scriptures.
- Philosophical alignment with Village Church leadership.
- Administrative Experience, preferably in a larger organization
- Understands systems and how to use them to facilitate effective ministry
- Ability to work individually or with a team
- Strong attention to detail and ability to multi-task
- Excellent communication and negotiation skills. At times, the DAA will need to represent Discipleship staff in Village team meetings
- Communicates well and thrives in a rapid pace environment with the ability to prioritize.
- Proven excellence with Microsoft Software Suite as well as Apple MAC
- Able to handle pressure while representing Village integrity values.
- Adobe InDesign an asset
- Video shooting, editing
- Personable, welcoming and knowledgeable about Village Church.

**RESPONSIBILITIES****Discipleship & Leadership Development**

- Liaison with Guest Services, Communications, Production and Sites
- Administrate expenses, events, Discipleship master calendar, and other Village processes for Discipleship department
- Represent Executive Pastor of Sites & Discipleship in assigned meetings
- Attend assigned meetings to take notes and debrief
- Provide Admin support (when specifically asked) for Discipleship “launch” or major events. When this occurs in an evening, appropriate time off during the day will be granted.

**Community**

- Liaison with Guest Services, Communications, Production and Sites for Community Groups and Alpha
- Shooting and editing weekly Community Group video curriculum
- Assisting in Group communications including weekly curriculum and video files
- Assistance with maintaining group participants and attendance
- Administrate expenses, events, master calendar, and other Village processes for Community Groups and Alpha
- Assist in budget preparation
- Committed to thanking at least one volunteer on a weekly basis - written card, email, text, phone call, etc
- Intentional in pursuing relationships with unchurched people - connecting with them, invitations to events, inviting to Sunday services, etc

**KEY RESULTS**

- Administrative efficiency and excellence in the discipleship department
- Seamless transitioning follow up for people participating in the various discipleship experiences. This will involve some liaising with Counselling Department support groups and FS Coordinators for effective “community” transitions