

Administrator - Alliance Groups

Team(s): Adult Ministries Team

Supervisor: Coordinator - Alliance Groups

Status: Part-Time (20 hours per week) Non-Exempt. Weekend and weekday hours may be required.

Position Summary

Connect the world with God and one another by providing administrative and operational support to Alliance Groups through the execution and coordination of ministry systems, processes, and logistics that foster meaningful connection and spiritual growth.

Individual Responsibilities

- Collaborate with the Coordinator - Alliance Groups to support the planning, implementation, and refinement of ministry systems, calendars, and workflows, including identifying key dates, deadlines, resource needs, and submitting proposed PCO Calendar items.
- Support the planning and implementation of weekly and special events by coordinating registrations, room reservations, check-ins (PCO), printing, and setup/teardown.
- Create, update, and maintain accurate group rosters and information in PCO Groups, including enrollment settings, visibility, contact information, and biannual data audits.
- Order ministry and class supplies and process receipts, invoices, and reimbursement requests.
- Anticipate, submit, and track cross-departmental requests (Marketing/Communications, Facilities, Operations), coordinating with operations staff to ensure ministry timelines, assets, and logistical needs are met.
- Serve as the primary communication contact for the ministry by responding to emails and phone calls and preparing logistical communication for volunteers and participants.
- Be willing to work on rotation at the Appleton Location welcome desk on Sundays between 8am and 12pm.
- Be willing to work evenings and non-traditional hours as required by ministry seasons, including Sunday nights, Monday nights, and Wednesday mornings.

Adult Ministry Team Responsibilities

- Provide support for the planning and implementation of Adult Ministry classes (Spring Seminar) and campaigns (Expo), including but not limited to: setup/teardown, registration support, printing, facilities requests, PCO Calendar, Marketing/Communications requests, and communication with Adult Ministry team about upcoming class/campaign needs.
- Meet and communicate regularly with the Adult Ministry team to support calendar planning, alignment, and preparation for upcoming ministry cycles.

Position Requirements

- Must have an active and growing relationship with Jesus Christ with a passion to see men and women grow in their relationship with Him.
- A positive team player who is marked by optimism and enthusiasm.
- Exceptional organizational skills with an appreciation for details.
- Proficiency in computer software and ability to learn new church software system.



- Strong interpersonal skills with ability to interact with people in a positive, courteous, and professional manner.
- Excellent planning, collaborative, organizational, follow-up, and administrative skills.
- Ability to multi-task and prioritize work responsibilities.
- Teachable spirit with an eager readiness to serve.
- Previous administrative experience.

ORGANIZATION OVERVIEW

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit alliancechurch.org.