

Administrator - Hortonville

Team: Hortonville Team

Supervisor: Director – Discovery Land & Operations (Hortonville)

Direct Reports: None

Status: Part-time (Up to 29 hours per week); Non-exempt. Hours may include some nights and weekends.

Position Summary:

Connect the world with God and one another by providing location leadership with ministry assistance and administrative support.

Responsibilities:

Provide administrative assistance for Operations and Discovery Land at the Hortonville Location:

- Provide administrative support for the planning of Sunday morning services, mid-week ministries, and special events
- Assist in the execution of Sunday morning services, mid-week ministries, and special events by supporting setup, teardown, registration, and check-ins
- Assist in providing weekly communication to the congregation and volunteers through social media posts and emails, as well as the creation of signs and fliers
- Order/purchase ministry supplies for Sunday morning services, mid-week ministries, and special events. Process receipts, invoices, and reimbursement requests
- Assist in maintaining a welcoming, tidy, and organized facility

Provide administrative assistance for the Location Pastor – Hortonville:

- Scheduling and Calendar Management
- Administrative support for day-to-day operations (email, expense reporting, event support)
- Administrative assistance for preparing sermons, classes, and other speaking engagements
- Administrative support for key projects and help to meet deadlines

Position Requirements:

- Must have an active and growing relationship with Jesus Christ.
- Able to plan and organize efficiently with close attention to details.
- A positive and professional team player who is easy to work with.
- Proficiency in computer software and ability to learn church systems and software programs
- Ability to prioritize responsibilities and multi-task effectively.
- Flexible and enjoys fast-paced ministry.
- Teachable spirit with an eager readiness to serve.
- Firm commitment to confidentiality. (Confidentiality statement signed annually)
- Two years of experience in an administrative position preferred.

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.

