

# Administrative Assistant for GCC Central Office



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| Great Commission Collective (GCC) |  |          |
| Location   Indianapolis Indiana   |  |          |
| Full-time + Benefits              |  | 40 Hours |

## **Job Description:**

The Administrative Assistant will work with the GCC team giving support to the entire organization. Must be proficient in the areas of communication, organization, and administration; providing support to what is critical to the growth, development, care, and maintenance of GCC church planting and strengthening. The Administrative Assistant will support the GCC team to ensure the office runs with excellence and will be required to connect with and communicate with GC Collective churches and ministry partners around the world as we seek to plant, strengthen and multiply Great Commission churches around the world.

## **Essential Roles & Responsibilities:**

- Connect and communicate with GCC pastors and leaders worldwide.
- Manage or support back-office functions to include: accounting, budgeting, database, and support material.
- Support the recruitment, assessment, selection, coaching and strengthening of GCC churches.
- Interact with GCC churches to provide resources and support.
- Provide care and connection for GCC churches.
- Assist in event planning.
- Create print elements for promotion and event programs.
- Prepare logistics and travel documents, schedules, and logistics for the GCC team.
- Prepare weekly and monthly reports.
- Other duties as assigned to support the team.

## **Spiritual & Character Qualifications:**

- Have a Clear testimony of faith in Jesus Christ and a passionate, growing personal relationship with Him.
- Have a history of moral purity and humility
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Be a ministry partner willing to work on a team in a respectable way while following accepted relationships of authority, responsibility and leadership.

## **Educational Requirements:**

Bachelor's Degree preferred

## **Work Experience Desired:**

- 3+ years as Administrative Assistant in a fast-paced environment
- 2+ years of customer service/retail experience

## **Other Skills and Qualifications:**

- Strong communication and people skills
- Detail oriented with a high need for closure
- High drive and urgency with high critical thought
- Work independently, and as a part of a team
- Administrative and organizational skills
- Project and event management experience