

Administrative Assistant

Primary Area of Focus - Front Desk

Updated - 3/23/2023

Employee Name - TBD

Rules of Engagement

- Reports to Administrative Director
- Maintain confidentiality as required for the organization
- Be prepared for and attend all required meetings
- Make decisions based on the best interest of the Gospel and Riverview Church
- Always be looking for opportunities to serve others as well as the Church at large
- Maintain high attention to detail and value of organization

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<ul style="list-style-type: none"> • Administrative Assistant 	<ul style="list-style-type: none"> • Be a positive face of Riv for anyone who contacts Riv through phone calls, emails, and walk-ins • Provide administrative support to Riv's ministry leads so they feel supported and cared for • Meet regularly with Supervisor to ensure all projects and tasks are on track and completed • Complete Front Desk tasks by end of week in order to have successful weekend services • Maintenance of Ministry Platform (MP) database • Coordination with direct supervisor, and Venue Director administrative assistant to create & maintain all Venue Ministry Teams in MP • Use time and other resources efficiently 	<ul style="list-style-type: none"> • Completes Asana tasks assigned to Front Desk within reasonable timeframe • Assist departments/ministry leads with projects. • Efficient with time & other resources • Order all office supplies for staff & Central Office supplies • Responsible for all background check processing Riv wide • Completes follow up from weekend service requests • Prepares weekly Prayer Request email • Prepares printed material for weekend services • Provides resource contact for financial requests or emails appropriate contact within Riv • Contribution Processing completed weekly with direct supervisor
<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Appropriately and in a timely manner, respond to inquiries by those who call, walk-in, or email • Engage in clear and timely communication with all Riv Venues and Departments 	<ul style="list-style-type: none"> • Respond to emails/calls within 48 hours • Clear communication with all Riv Staff

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)

RIVERVIEW CHURCH MINISTRY ACTION PLAN
