



College Church

Job Description

- Job Title:** Administrative Assistant for the Director of Disability Ministries (40 hours)
- Reporting:** Reports to and is under the direct supervision of the Director of Disability Ministries and is accountable to the Director of Administration
- Primary Objective:** To enhance the ministries of College Church by supporting the Director of Disability Ministries
- Principal Duties:**
1. Perform administrative duties for the Director of Disability Ministries, including creating, organizing and maintaining files in all STARS ministries, organizing and keeping inventory of supplies in the STARS closet and classrooms, order curriculum and supplies as needed, submit payments and maintain records of scholarships and financial requests given to families, create and maintain records such as attendance rosters, medical forms, participation waivers and event registrations.
 2. Maintain mailing lists for all STARS, parents and ministry workers and the church database.
 3. Complete and track the Protect My Ministry and Mandated Reporter Training for all volunteers.
 4. Handle incoming and outgoing correspondence in a timely fashion, including the weekly STARS Family Enews, e-mail, faxes, letters, phone calls, etc. Edit and submit Connections and other announcements and communications. Set up, monitor and run reports for online event registrations.
 5. Produce published materials for the Disability Ministries, e.g. the STARS brochures, STARS pictorial directory, STARS gift calendar, nametags for STARS and ministry workers, training materials, Disability Sunday materials, and materials for events. Proof print and other media as needed.
 6. Organize functions, events and seminars including coordinating setups, registrations, food service, etc., as necessary. Submit invoices and disbursement requests to accounting in a timely manner.
 7. For Run for the STARS: maintain files and update the event documents with yearly race manual, website and other passwords, create online registrations for volunteers and configure within the church database, keeping inventory and storage of raffle prizes, submit payments for contracts, permits and all other invoices, distribute and print flyers and posters, keep record of all manual registrations, donation and corporate sponsors. Submit payments for registrations and invoices to accounting in a timely manner. Attend committee meetings as requested.

8. Provide reception desk coverage for lunch, breaks and vacations as required.
9. Perform other duties as requested by the Director of Disability Ministries, the Director of Administration or the Office Manager.

Benefits: Health insurance, dental insurance, vision insurance, life insurance and LTD, 403b with employer match, Paid Time off and 12 paid holidays.

Revised 9-13-24