



ADMIN SUPPORT FOR UPC MINISTRIES

Department: Ministry

Reports To: Executive Director of Ministry

Hours/Week: 40 Hours/Week

FLSA Status: Non-Exempt

Schedule: Sunday-Thursday, some
Fri/Sat & evenings

Job Class: Admin

Benefit Eligibility: Full Time Benefited

Location: UPC Main Campus

Pay Range: \$20 to \$21 per hour

SUMMARY

The UPC mission is to be: a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position provides administrative support for UPC Ministries: College, Young Adult, Care, Outreach, Worship, Groups and for some Events.

RESPONSIBILITIES

- Attends department and UPC staff meetings: devotions, lunch, Touchpoint, etc.
- Participates in corporate worship at UPC. Be a welcoming presence:
 - Greet guests and make introductions to members.
 - Actively engage in hospitality.
- General Administrative Responsibilities:
 - Coordinates management of the day-to-day administration as well as managing special projects as they arise.
 - Prepares and processes reimbursement requests.
 - Manages room reservations and set up needs for ministry programs and special events.
 - Make travel arrangements as needed.
- Manage database needs (with Database Administrator) including data input, organizing information, and reports.
- Work with the Communications department on projects, promotional needs, and website updates as needed.

- Project Management: Oversees, manages, coordinates, and completes various projects.
- Recruit, train and supervise intergenerational volunteers.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Associate's degree.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- A team player who is also a self-starter and able to work independently.
- Quick to learn a variety of digital platforms used to manage various database, calendar, financial, communications, event planning, and payroll needs.
- Ability to be flexible and adaptable as needed to accomplish goals.
- An attentiveness to detail in achieving a larger goal.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, use hands to handle or feel, talk and hear, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision, and ability to adjust focus.
- Energy and enthusiasm for a varied work schedule (late nights/early mornings), including Sundays.

TO APPLY

Please complete an [application for employment](#).