

JOB DESCRIPTION

Part Time Events and Administrative Support for Common Ground Church Constantiaberg

Common Ground Church is seeking to employ a **part-time administrator for Constantiaberg (20 hours a week)**. The ideal applicant would be a dynamic individual with strong administrative skills and the ability to manage projects from start to finish. Experience in events would be advantageous for this position. Being part of the events and operations team will require working flexi-hours as some events involve after hour commitments in the evenings. Own transport is vital and the successful candidate will need to be or become a member of the congregation to which they are employed.

The successful candidate must:

- Be a competent communicator;
- Be approachable and trustworthy;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with individuals & suppliers;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Be adaptable to new projects and requirements;
- Have advanced attention to detail;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good problem-solving and decision-making skills;
- Be resilient and open to working with various personalities;
- Have good basic computer skills.

Roles & responsibilities (include, but are not limited to):

- **Sunday Meetings Logistics/Administration (Ensure Sundays run smoothly)**
 1. Responsible for opening/closing of venue;
 2. Oversee setup/pack-up and clean-up of venue on Sundays;
Oversee all Sunday volunteer teams (such as multimedia, sound, coffee setup/pack-up, involvement desk, welcome duty, counting & parking).
 3. Take care of admin and logistics:
 - Ensure Involvement desk items get to meeting
 - Create weekly rosters and outlines where needed
 - Make sure multimedia videos & slides are ready for Sunday
 - Casual staff payments
 - Manage storage and maintenance of equipment
 - Ensure catering items are ordered Sunday services

4. Do weekly follow up from Sunday welcome forms, including small group allocations & e-loop signups;
 5. Initiate and improve on existing structures and patterns where possible.
- **Events Coordination (Overseeing admin & logistics for all Constantiaberg events)**
 1. Oversee and administrate planning, registration, communication and follow up for events;
 2. Work closely with market place leaders of various events in terms of logistics and administration;
 3. Secure and partner with event hosts;
 4. Coordinate setup/catering/administration requirements;
 5. Initiate “special events” volunteer teams to assist in this task.
 - **Work closely with Common Ground existing teams**
 1. Work as part of the CG (Common Ground) admin staff focused on Constantiaberg;
 2. Represent Constantiaberg at staff, operations, communications & events meetings;
 3. Represent the unique flavour and needs of Constantiaberg to CG base teams;
 4. Work directly with Constantiaberg Congregational leaders and leadership teams.
 - **General**
 1. Create and manage the calendar for Constantiaberg
 - In partnership with Constantiaberg leaders.
 2. Create and manage budgets for Constantiaberg
 - Annual budget in partnership with Constantiaberg leaders;
 - Manage month-to-month budgets;
 - Initiate new budget proposals as needs arise.
 3. Assist the Constantiaberg leaders with any additional administration tasks as requested.
 - **Constantiaberg Small Group Administration**

Assist in placements, administration and communication with Constantiaberg small group leaders.
 - **Media**

Work with communications team in developing and updating Constantiaberg social media (Facebook).

Please submit your motivational cover letter and C.V. to Jo Beley

(joanne.b@commongroundchurch.co.za)

by Friday, 23 February 2018