

Administrative & Communications Assistant and Café Host

Kaw Prairie Community Church

February 2019

Who we are:

Simply put, Kaw Prairie is a church of people learning to trust Jesus, grow as disciples, and bless others in his name, *changing lives with Jesus' love*. As a staff, we're a team that supports, encourages and challenges one another—treating one another, our church members, worshipers, and guests with the love of Jesus Christ.

What to expect:

- 20 hours/week, including Mon-Thurs, 8:45am-12:45pm, plus Tuesday 1:30-3:30pm, plus remaining hours as ad hoc work as needed. Of those 20 hours:
 - 2 mornings/week (8 hrs) you'll be the primary host for the sometimes quiet, sometimes boisterous cafe/gym/playset public spaces. On quiet days admin/communications work from the café can be accomplished, but on busy days not at all.
 - 2 mornings/week (8 hrs) you'll have office time for admin/communications work.
 - 1 Tuesday afternoon/week (2 hrs) you'll attend and follow-up on program staff meetings.
- An appreciative, good-natured environment
- Scheduled admin responsibilities as well as ad hoc and one-off projects
- Compensation: \$15.00 /hour, paid bi-weekly
- Start date: late-March to early April, 2019
- Reports to: First Impressions Director

Main Goals & Primary Tasks:

1. Provide administrative support for building and staff, and communications support for online newsletter, website, and social media
 - a. Responsible for handling and overseeing phone, mail, and delivery interactions, website and social media updates, and weekly newsletter emailing
 - b. Attend staff meetings to record and recap decisions, accrue content for weekly newsletters
 - c. Manage facility contracts with outside service providers
2. Manage the KP Café and weekday lobby, providing positive, welcoming experiences for guests to our building and weekday events
 - a. Serve as Building Host & 'push-button' Barista, during Open Café/Gym/Playset hours, 9:00am-12:30pm Monday-Thursday
 - b. Monitor and restock food, drink and consumables supplies, sending reorder requests to Kaw Prairie Purchaser
 - c. Perform a daily light cleaning of café area and a weekly espresso machine cleaning
3. Provide hands-on help as needed and available for pastors, staff, and ministry leaders

Knowledge and Skills:

- Comfort in fast-paced, sometimes loud, work environments
- Welcoming personality and strong interpersonal skills
- Demonstrable administrative/communications skills
- Continuous process improvement skills
- Organization, detail-attentiveness, initiative-taking, openness to learning
- Ability to handle confidential information appropriately

Minimum Qualifications:

- Associate degree or higher
- 2 years of administrative experience
- Joy-filled, personal Christian faith

Preferred Qualifications:

- Experience with task management software, church databases (e.g. Church Community Builder), and MS Office
- Experience with or ability to quickly learn Weebly, Mailchimp, Squarespace, etc.

To apply, please email cover letter, resume, and application form to hr@kawprairie.org, cc: meganz@kawprairie.org