

Event Specialist & Administrative Assistant

PennDel Ministry Network Office
Mechanicsburg, PA 17055

JOB DETAILS

JOB TYPE

Full-time salary position

NUMBER OF HIRES FOR THIS ROLE

One

FULL JOB DESCRIPTION

The PennDel Ministry Network's mission is to produce "Healthy Pastors in Thriving Churches" through its four ministry anchors: Church Planting, Church Recalibration, Minister Care, and Ministry Resourcing. The Event Specialist & Administrative Assistant will contribute to the success of this mission through excellent administrative support and event planning in the following areas/ministries: Church Recalibration, Minister Care, Church Planting & Development, U.S. Missions, and Men's Ministries. The Event Specialist & Administrative Assistant needs to possess excellent written and verbal communication skills and be able to multitask in a fast-paced environment. The Event Specialist & Administrative Assistant must also be able to work independently as well as part of a team.

PERSONAL COMMITMENT

The Event Specialist & Administrative Assistant commits to pursuing the lifestyle of a fully devoted follower of Jesus Christ. They are urged to attend an Assembly of God church and adhere to Assemblies of God standards of conduct as stated in our [position papers](#). A cooperative attitude with other team members is expected in order to facilitate a healthy team environment.

REQUIRED QUALIFICATIONS & SKILLS

- **Personal Initiative**
 - A self-starter with a strong work ethic
 - Able to think systematically and execute defined vision repeatedly and with excellence
 - Passionate about serving pastors and church leaders
- **Communication Skills**
 - Must be personable and approachable
 - An articulate communicator who is comfortable speaking with our executive leadership, directors, and other Network constituents

RESPONSIBILITIES

- Administrative Assistant for Director of Church Planting and the Director of Church Recalibration.
- Create and manage registration in Brushfire for PennDel Network Events.

- Create reports in Brushfire for communication of attendance, workshops, meals, childcare, dietary restrictions, etc. with key stakeholders for each event.
- Review Bongiorno Conference Center contracts for event details, timelines, and pricing.
- Prepare Housing Forms and coordinate details for room set-up, meals and activities within the time periods defined in the contracts with the Bongiorno Conference Center.
- Coordinate with the Communications Lead on website, social media posts and updates for Church Recalibration, Minister Care, U.S. Missions, Church Planting and Development, Men's Ministries, and Network Events.
- Communicate and coordinate details of Network Events with the Bongiorno Conference Center, host churches, and key leaders to ensure proper promotion and efficient execution of events and activities.
- Communicate event details, travel details, lodging, dietary restrictions, media/presentation materials, tech preferences, etc. with guest speakers as needed.
- Collaborate with the Graphic Designer to request artwork, Brushfire images, promotional materials, nametags and signage for events and projects.
- Obtain contracts for Room Blocks with hotels and provide a Guest Rooming List for PennDel Staff/Guests and for individual reservations for Summit, Thrive and the Men's Conference by the deadline provided by the hotel.
- Manage and assist in hosting events and activities such as Church Planting, Acts2 Journey, Acts 2.0, Focus Groups Gatherings, etc.
- Coordinate and organize the exhibitors' areas for Summit and the Men's Conference.
- Provide Lead Pastors and Presbyters with Applications to become a District Affiliate Church (DAC), a Parent Affiliate Church (PAC) or a sovereign General Council Affiliated Church.
- Review completed DAC, PAC and GC applications for completeness and accuracy. Maintain and monitor a tracking log for the status of New Church Opening Forms and Church Status Changes.
- Manage Monthly Reports for District Affiliate Churches. Send monthly e-mail reminders with Formstack Links and maintain electronic copies of submitted reports using Hyperlinks in Excel and SharePoint Files.
- Organize and manage financial account records for both departments through spreadsheets and files. Prepare monthly expense reports and check requests as needed.
- Provide administrative assistance with the Emerge Counseling Center.
- Assist with managing the administration of PennDel coaching.
- Schedule, attend and prepare Minutes for AG Mental HealthCare Committee (MHCC) Meetings. Send communications with the committee members with Agenda, Minutes and Zoom links on behalf of the Chair of the MHCC

EXPERIENCE

- Two+ years' experience in administrative work
- Experience using Microsoft 365 Applications (Outlook, Word, Excel, SharePoint, etc.), Adobe Acrobat Pro, Database Management (Shelby Arena), Event Management Platforms (Brushfire & Planning Center), Web Design (WordPress & Square). Familiar with Mac iOS.

EDUCATION

- High School Diploma Required, Bachelor's Degree Preferred

PERFORMANCE MEASURES

- Ninety Day Evaluation
- Annual Performance Evaluation

OTHER

SCHEDULE

- Full-time, 40 hours per week
- Monday-Friday (8:00 AM – 4:00 PM)
- Coordinate/Host/Assist at PennDel Network Events: Summit (May), Family Camp (Memorial Day or Labor Day weekend), Thrive (September or October), Men's Conference (October), Act2 Journey (Quarterly)

DIRECT REPORT

- Church Planting/U.S. Missions/Men's Ministries Director and Church Recalibration/Minister Care Director

BACKGROUND CHECKS AND CLEARANCES

- Must be able to pass a PA Child Abuse Clearance, History Clearance, PA State Police Request for Criminal Record Check, FBI Finger Printing

BENEFITS

- YES. Health, dental and vision insurance; Retirement; Paid holidays; Paid Time Off

WORK REMOTELY

- NO

OFFICE LOCATION

- 4651 Westport Drive Mechanicsburg, PA 17055

TRAVEL

- YES, Some travel will be required for the Network Events.

PHYSICAL ACTIVITY

- Moderate physical exertion with the ability to lift at least ten pounds.

To apply, please submit your resume to tom@penndel.org

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The PennDel Ministry Network does not discriminate on the basis of race, color, national origin, gender, age, or disability. PennDel employs Christians who are compatible with the Network's mission and beliefs within the Assemblies of God.