



Receptionist/ Administrative Assistant

Meet Northway:

Northway Church began in 1998 as a church plant of Vineville Baptist Church in Macon, Georgia to reach a community of largely unchurched neighborhoods located on the north side of the city. Since 1998, the church has grown from 2-300 individuals attending on Sunday to approximately 1100-1200 attending worship each week. The church sits on 28 acres of property strategically located between growing commercial and residential areas.

Northway's vision is very simple: "For the Gospel, For the City." We believe God has placed us in Middle Georgia to be a catalyst for spiritual change in our community. As our vision statement reads: "When the Gospel transforms a life, it also transforms a home, a workplace, and a city. Northway Church is committed to developing leaders who will take the Gospel to our city by serving, loving, and sacrificing with no limits. We are for the Gospel and we are for the City. Let's go!"

Northway recently completed a \$7 million expansion which includes a new student center, an expanded foyer, and a retail coffee shop (cathedralcoffee.org) open to the public Monday- Saturday. We've also recently expanded our Weekday Preschool to include an extended day option for families. In the past year, Northway has truly become a church whose ministry is operating seven days a week.

About Macon:

Macon is a family-oriented, medium-sized city in middle Georgia. Macon and its surrounding communities have a population of about 150,000. Macon is home to Mercer University, Wesleyan College, and Middle Georgia State University. There are a number of educational choices for families with children: Bibb County schools, two new charter schools, several private schools, Monroe County schools, as well as Houston County schools. Macon also has a low cost of living, but with quick access to cultural and sporting events in Atlanta.

Education:

An undergraduate degree is preferred.

Job Description:

Ministry Skills and Qualifications

- The administrative assistant should be organized, detail-oriented, a proficient researcher, able to work well with others, and an effective written communicator. They should be able to work well under direct supervision or independently with minimal instruction.
- They must have computer competence, including the ability to use Word and Pages, Google Documents, Numbers and Excel spreadsheets, send emails, and navigate within the church network (CCB Net).
- They must have an authentic relationship with Christ, a learning posture, and must support the mission and vision of Northway Church.
- First & Foremost friendly & professional personality. The person must be able to be the first face & voice of Northway.

Responsibilities

- Enter 1st time guest into Community Church Builder and print 1st Time Guest Report
- Email volunteer team first time guest names
- Order Office Supplies

- Mail 1st & 2nd Time Giving packets
- Enter Ministry Safe Applications into Intellicorp and Ministry Safe training databases
- Send out Safety Team & Grounds Prep Team communications via Constant Contact, Group Me, and email.
- Cut Bulletins
- Type Weekly Prayer Request from Communication Cards
- Distribute volunteer interest & other request from Communication Cards
- Receive and transfer calls
- Unlock door for guest
- Assist Connections Pastor with Benevolence
- Enter attendance and contributions on the weekly reports
- Put staff meeting packets together
- Check & distribute mail daily
- All other duties as assigned

Reports to the Director of Operations

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee routinely is required to sit; walk; talk and hear; use hands to keyboard, finger, handle, and feel; stoop, kneel, crouch, twist, crawl, reach, and stretch.
- The employee is occasionally required to move around the office.

- Specific vision abilities required by this job include close vision, color vision, peripheral vision,
- depth perception, and ability to adjust focus.
- May require travel dependent on company needs.
- The employee may occasionally lift and/or move up to 50 lbs.
- Can work under deadlines.

This job description is not a comprehensive listing and is subject to change at any time

and will include other tasks and duties as assigned.

Employee signature below constitutes employee's understanding of the requirements,

essential functions and duties of the position.