

Administrative Assistant
Mosaic Church
Grand Rapids, MI



Approximately 5 hours a week
\$20 an hour

Mosaic Church is a new church plant with a launch date of April 17th, 2022. Our first preview worship service is January 16th, with monthly preview services on February 13th and March 13th. Our Sunday morning worship location is the Seidman Boys & Girls Club, 139 Crofton St. SE, in Grand Rapids. We currently meet with our launch team on Sunday mornings at 10:30am.

We are an intentionally multi-ethnic and urban church. We are an antiracist church that believes a multi-ethnic church can dismantle systemic racism in unique and profound ways. The foundation of our church is the gospel of Jesus Christ, that Jesus wants to save lost people and wants his followers to be about bringing his kingdom here to Grand Rapids. We are a church plant of the Evangelical Covenant denomination. We believe the Bible is inspired and authoritative.

During our pre-launch phase (now – April 17th, 2022), the administrative assistant will be asked to do different tasks each week. Some weeks will have more tasks than others. Once we have our grand opening on April 17th, we will have a weekly rhythm of tasks that will be the norm and a more consistent hourly routine each week.

This position has room to grow in hours and pay as our church grows in size, resources, and tasks to be done.

This is a work-from-home position.

Job skills required:

- Must be gifted organizationally.
- Must be able to complete tasks in a timely manner.
- Must communicate / respond to staff in a timely fashion when called, texted, or emailed (within 24 hours during the business week).
- Must have an average or above average competency with computers, apps, and websites. You don't have to be a tech expert, but tech and software needs to be something you are familiar with and not intimidated by, with the basic competencies needed for the specific training you'll receive.
- Must have good communication skills in emails and talking on the phone.

Job responsibilities include:

- Answer the church cell phone when you can. Go through church voicemails in a timely fashion when you can't (within 24 hours during the business week). We understand this is only a 5-hour a week position. You are not required to be on call for this task.
- Respond to church emails in a timely fashion (within 24 hours during the business week).
- Updating Mosaic's Facebook and Instagram page as instructed by our pastors and leadership team.
- Updating Mosaic's website when instructed.
- Updating Mosaic's Church Center app each week. This is our "digital bulletin." We will not have a weekly bulletin print out.
- Data entry of names into our church database via Church Center software
- Uploading the sermon audio file to our podcast each week
- Managing Quickbooks expenses and receipts. You'll be putting expenses in the line items they go in. No prior experience with Quickbooks is necessary.
- Making church purchases.
- Creating powerpoint (or other media presentation software) slides of worship song lyrics and announcement slides for the weekly Sunday worship services.
- Running background checks via our Church Center software for church staff and volunteers

This candidate must be fully engaged in the life of Mosaic Church as their home church. If they have a spouse and/or children, their family must also be full participants in Mosaic Church as their home church. This includes participation in a midweek small group, children in midweek youth and/or kids ministry (the same time and location as adult small group), and regular Sunday morning worship attendance.

Interested applicants, please send your resumé (informal resumé is fine) to Noah Filipiak, Mosaic Church founding pastor, nfilipiak@mosaicgr.org

This position can start immediately.