

**Growth Track Administrative Associate** Employment Type: Part-time

Milestone Church 15 hours per week

Keller, Texas

**Synopsis of Role**

The Growth Track Administrative Associate performs administrative duties in a supportive role to the Growth Track Director at Milestone Church.

**Principal Responsibilities**

* Manage all registrations for Growth Track classes.
* Organize and schedule Growth Track related meetings.
* Coordinate catering for Growth Track meetings.
* Administration of Growth Track classes.
* Handle department correspondence and communication for Growth Track Meetings.
* Create various reports as needed.
* Print, assemble, and organize material for meetings.





|  |  |
| --- | --- |
| **Competencies Critical to this Position** | |
| ***Core Competencies*** | ***Technical Competencies*** |
| Highly administrative and excellent time management skills | Proficiency in MS Excel-Intermediate, MS Word, Google Docs, Power Point, F1 |
| Possess excellent communication and interpersonal skills | Mac experience a plus |
| Self-motivated and problem solver |  |

**Education/Certification Requirements**

* Bachelor degree preferred
* A combination of experience and education may suffice
* Member of Milestone Church

**Key Performance Measurements**

* Maintain communication with Director, volunteers and other departments
* Use daily, weekly and monthly measurements such as perform weekly audits, answer emails daily

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to [recruiting@milestonechurch.com,](mailto:recruiting@milestonechurch.com) Attn: Joy-Ann Curd, Growth Track Director.

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.