

# UB Administrative Assistant and Guest Services



<b>Job Title:</b>	<b>UB Admin Assistant/Guest Services</b>	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	Tyler, Texas	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Gerry Deese	<b>Date posted:</b>	TBD
<b>Will Train Applicant(s):</b>	Danny Loeffelholz	<b>Posting Expires:</b>	Click here to enter a date.
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<a href="http://www.gcc.org">www.gcc.org</a>		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (903)593-1866 FAX		<b>MAIL:</b> Grace Community Church 1828 E. Southeast Loop 323, Suite #300 Tyler, TX 75701	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The above position will be responsible for the following areas pertaining to : UB Administrative Assistant and Guest Services Position.</p> <p><b>Character Qualities and Skills</b></p> <ul style="list-style-type: none"> <li>• Spiritual Maturity Growing relationship with Christ</li> <li>• Relational Warmth Ability to pursue and connect with people. Hospitality is vital in this role.</li> <li>• Detailed Highly detailed and organized</li> <li>• Leadership Able to recruit, organize, and lead volunteer teams and individuals</li> <li>• Team Player Connects and works with Global and UB Staff</li> </ul> <p><b>Major duties:</b></p> <ul style="list-style-type: none"> <li>• (Admin. Asst.) Provides administrative oversight for UB Campus Pastor and Campus</li> <li>• (Admin. Asst.) Coordinates set up and reservations for UB-specific events, baptisms, elder meetings, etc.</li> <li>• (Admin. Asst.) Correspondence with UB Campus through email, social media, phone calls, etc.</li> <li>• (Admin. Asst.) Works with UB Campus Pastor on special ministry projects</li> <li>• (Both) Attends and participates in weekly/monthly staff and campus-specific meetings</li> <li>• (Guest Services) First point of contact for all guests and new members of Grace at UB Campus (Sunday mornings)</li> <li>• (Guest Services) Recruit, schedule, train and supervise all greeters, ushers, guest services, and membership class volunteers on the UB Campus</li> <li>• (Guest Services) Communicate verbally and electronically with interested individuals concerning Community (Email, social media, phone calls, or in person)</li> <li>• (Guest Services) Oversee development and maintenance of UB Commons</li> <li>• (Guest Services) Steward and maintain The Guest Services yearly budget with UB Campus Development Pastor</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

