



Renewal's Vision

To ignite a gospel-spreading movement through multiple local congregations in the greater Philadelphia area and the world, so that individuals, communities, and cultures are renewed in Christ.

Renewal's Core Values

Our Foundation: The Gospel – The foundation and fuel of our core values is the gospel of Jesus Christ. It is at the center of everything we are and do as a people.

Gospel Worship

Gospel Transformation

Gospel Community

Gospel Spreading

Gospel Mercy & Justice

Position Description

Center City Campus Administrative Assistant (part time position – requires 15 hours a week)

Reporting immediately to the West Philly administrator, pastoral staff, specifically campus pastor. Responsible for a wide variety of managerial, technical, and clerical responsibilities to support the ministries and mission of the church.

Qualifications:

- Spiritually mature team player
- Ability to optimize operational capabilities
- Outstanding organizational skills
- Able to keep confidences
- Admits mistakes
- Desires accountability
- Responsible & reliable to complete work in a timely and consistent manner
- Attention to detail and accuracy of work
- Ability to interact well with others
- Demonstrates good communication skills
- Ability to attend Center City service weekly

Responsibilities:

- Facility
 - Manage and order supplies as needed
 - Serve as main contact for building related emergencies
 - Assist diaconate/building committee in managing and developing systems for building maintenance (emptying trash & recycling, Sunday clean-up, etc.)
- Sundays
 - Manage communion supplies and details when communion is served
 - Upload attendance to google doc
 - Plan for potential scenarios that could impact the integrity of the service
 - Coordinate special services (lessons & carols, advent readers, baptism)
 - Oversee and coordinate with various committees set-up and clean-up of service
 - Oversee and maintain the organization and cleanliness of the storage area



- Events
 - Organize and coordinate events specific to the Center City campus, including communion, Membership class, Members reception & baptism, Advent season, picnics, Easter
 - Purchase food, flowers as needed and coordinate childcare
- General Administrative duties including:
 - Help plan and manage church calendar, maintaining relationships with vendors and venues, printing bulletins
 - Coordinate with WP admin in joint events (Leaders' Day, Congregational Meetings, Fall Missions/City Conference, Membership Class), plan yearly church calendar.