



# THE OAKS COLLABORATIVE

CULTIVATING CHRIST-CENTERED RELATIONSHIPS

## Administrative Specialist

### *Position Description*

#### **General Description**

The Oaks Collaborative Administrative Specialist is a support oriented role. The heart and vision of this position is to assist both the Executive Directors in order to expand their capacity in leading the organization and serving the team. The Administrative Specialist will also serve across the organization in other departments as needed in order to help each department grow in both effectiveness and efficiency. This is a position for someone that enjoys working with others and helping others thrive in their roles and accomplish more than previously thought possible.

**Supervisors-** Executive Directors

#### **Requirements:**

- A strong and growing relationship with Jesus Christ
- A commitment to living above reproach as you serve in a Christ-centered ministry
- Alignment with and desire to advance the mission and vision of The Oaks Collaborative
- Agreement with The Oaks Collaborative's [Statement of beliefs & Ministry Partner Agreement](#)
- Ability to work independently while also working vibrantly as a team player

#### **Essential Functions:**

- Director level administrative assistance
  - Check info@oakscolab.com email - replying to senders and forwarding emails to team members as necessary
  - TOC Board communication -schedule quarterly meetings, monthly update emails, ensure follow up on Board meeting action items are fulfilled and communicated
  - Ministry partner increased communication nationwide
  - Establish and implement strategy for retreat's ministry board communication
  - Assist Executive Director with outreach and communication to strategic partners
  - Assist Executive Director with outreach and communication to ministers at potential new campuses and networking across campuses
  - Ensure desired interview processes are implemented - scheduling interview times, communication with applicants, notes on applicants, etc.
  - Special event planning - ex. Parent webinar, staff retreat logistics, etc.
  - Summit Retreat administrative tasks - travel, meals, venue, materials, etc.
  - Assist Executive Directors as needed with other administrative tasks including but not limited to marketing initiatives, risk management, etc.
- Financial and Human Resources assistance
  - Check P.O. Box (Weekly), record donations in Virtuous and deposit in bank

- Assist Director of Finance in updating all retreat budgets monthly
- Prepare and distribute annual charitable contribution letters to donors
- Facilitate staff onboarding process to ensure all steps are completed
- Development and Donor care assistance
  - Importing donations into Virtuous CRM (online and checks)
  - Running reports as needed from Virtuous
  - Ensure timely implementation of plan for thanking donors for all staff
  - Keep donor information up to date in Virtuous CRM
  - Update donor notes in Virtuous from Executive Director meetings
  - Sponsor acquisition and communication for the Annual Bowling Fundraiser

**Knowledge, Skills and Abilities:**

- Excellent interpersonal and communication skills, including the ability to write and speak clearly and effectively, and to listen attentively.
- Strong judgment and critical thinking skills.
- Highly motivated, discerning and organized in order to handle a variety of responsibilities. Consistently carrying out tasks in a timely manner.
- Uses proven sound judgment and discretion with sensitive information.
- Must be ethical (honest, responsible, accountable, demonstrates integrity).
- Must be adaptable (open to feedback, change, new ideas) and flexible in job tasks. Ability to be flexible in working hours to address various meetings, and various organizational priorities.

**Additional Duties and Responsibilities:**

- Participates in training/meetings as scheduled by The Oaks Collaborative.
- All other duties as required and assigned by the Exec. or Associate Director.

**Education and Experience:**

- Minimum two years of fruitful experience in similar or related role

**Core Values:**

- **Humility:** We start with humility because we believe that when we are humble, then and only then, is when God leads, works and moves in power - Ps 25:9, 1 Pet 5:5-6
- **Obedience:** We desire for anything that we do, any idea that we have, anything we come alongside or shed light upon to be in obedience, never for the sake of doing just to do. We desire to be obedient to the Father not to our own will.
- **Reliance:** Trusting the Lord in everything we do, relying on Him to provide in every way. We want to rely on Him and not ourselves, our abilities, our resources, or anyone else's. This means being devoted to prayer (Col 4:2) and leading all who serve in any of our ministries to see prayer not as preparation for the work but the work itself and the foundation for all we do.
- **Service:** Servant leadership is directed to the people we lead. We want everything we do to be about blessing and enriching the lives of both our volunteers and those we're ministering to. So we outdo one another in showing

honor (Romans 12:10) and we develop people and create leaders by empowering them and not just using them.

- **Entrepreneurial:** This may be an odd word to see on this list as it is often considered a worldly or financially ambitious term. But most entrepreneurs are actually just people who believe in what they do and want to use it to bless others. They are people that see a need and find a solution to meet that need. An entrepreneur is a person with conviction, a desire to change/improve, and the ability to identify a need and then can do something about it. This is the type of entrepreneurial mindset we want staff and students to have.
- **Simple:** Simplicity does not mean merely doing less but rather it means being selective, focusing on that which is most important and most impactful. We want to keep what we do reproducible and we want to make sure we prioritize relationships, ministry partnerships, and most importantly clear gospel proclamation. This value purposefully follows our value of Entrepreneurial because we want to hold in healthy tension the call to create and improve with the beauty of simplicity so that we only add what is truly necessary to further our mission.