## Job Title
Strategic Church Relationships Administrator

### Department
Strategic Church Relationships

### Supervisor
Melany Prieb, Strategic Church Relationships Manager

### Location
Eastern Time Zone Preferred

### Position Type
Part Time

### Work Hours
10 hours/week

### Purpose of Job
Provide support to the Strategic Church Relationships Team efforts of growing Alpha nationally through events and relationship building with national key church leaders. Help with weekly administrative tasks including but not limited to scheduling and communicating meeting details to the National Context Team, submitting expenses, pulling Salesforce reports, entering and updating data in Salesforce, and communicating with vendors on a myriad of different creative projects.

### Responsibilities (Included but not Limited to)
- Weekly calendar management for Todd Proctor including scheduling meetings and scheduling out of offices in advance.
- Pull reports in Salesforce and send weekly to Todd Proctor and Melany Prieb.
- Assist in updating and inputting new data into Salesforce.
- Manage Todd Proctor’s expense report.
- Interact and liaise with vendors who are providing services for Strategic Church events.
- Administrative support to the Strategic Church Relationships Manager as needed.
- This list is not exhaustive and additional events may be added as needed or as deemed appropriate.

### Role Dimensions
- Budget Management: Pertaining to Strategic Church event vendors.
- People Management: None
- Key Relationships – Internal: Strategic Church/Field Team/Context/SMS
- Key Relationships – External: Vendors, Partners, Church Leaders

### Essential Skills, Knowledge and Experience
- Strong organizational skills
- Independent, self-starter with the ability prioritize workload
- Strong computer skills and proficient with technology including social media
- Strong written and verbal communication skills
- Excellent attention to detail
EDUCATION

- Bachelor’s Degree (or in process)
- Alpha experience is preferred

DESIRABLE CHARACTERISTICS

- Embodies Alpha DNA (prayer, invitation, hospitality, etc.)
- Adheres to Alpha Staff Operating Values (see attached)

KEY RESULTS

- Help Strategic Church Team run smoothly, creating more time for the team to build more relationships.
Alpha Organization Values
We are passionate about unity.
We are by the church, for the church and through the church.
We believe the church deserves the best.
We believe in giving it all away.

Alpha USA Staff Operating Values
Core beliefs that we refuse to violate and fixate on fulfilling;
these values guide our team motivation and evaluation.

Character

Spiritual Momentum
We move positively towards living the life we’re inviting others to live and in full devotion to Christ. We have a consistent rhythm of intimacy and surrender to Jesus. The fruit of the spirit is evident in work habits and relationships. We continue taking steps forward that cause our own spiritual growth.

Humility
We are appropriately confident, yet free of pride or arrogance. We acknowledge limitations, imperfections and dependence on God. When things go well, credit is given to others and when things go awry, responsibility is taken. We do not seek to blame circumstances or other people for setbacks and failures. We remain open to constructive feedback and new ideas and regularly self-evaluate to improve both our work and ourselves. We incorporate learning from both successes and failures to improve future outcomes.

Integrity
We commit to living holy lives and pursuing purity of heart. We live above reproach personally and relationally. Team members and stakeholders know we can be counted on. Statements like this exemplify how we work together: “I commit to do what I say I’ll do. When I don’t, I’ll communicate immediately with you. You’ll hear it from me first. I commit to not over promise and under deliver, but if it looks like that’s where things are headed, I’ll come directly to you. When things go wrong I will work to make it right.”

Competence

Holy Ambition
God works passionately and tirelessly so that all would come to know Him. In His image, we are contagiously passionate and driven for the kingdom of God to grow through Alpha. We bring that passion and drive to every aspect of our work. Healthy trees bear fruit, similarly, we work to achieve increased levels of fruitfulness in our efforts. We approach tasks and team settings with enthusiasm and positivity.
Faithful Follow-Through We achieve desired outcomes. We do not give up before finishing, even in the face of resistance or setbacks. We steadfastly push ourselves and inspire others to achieve results. We meet goals, deadlines and commitments and negotiate in advance if delayed with a positive attitude. We value planning but will also take decisive action when an opportunity presents itself.

Solution-Focused We create solutions to the challenges we face. When facing difficulties, we forge a way forward. When presenting problems, we take initiative to weigh the options, offer solutions and move on to the desired outcomes. We look beyond the obvious and find creative alternative options. We live and work with an attitude of abundance over an attitude of scarcity. We aim for continuous improvement in what we accomplish and in our own personal development.

Chemistry

Hospitable We lead and live with empathy and generosity towards one another, modeling the love of Jesus. We seek to understand and share the point of view and experiences of others. We demonstrate strong listening skills and show sensitivity and mutual respect. We employ diplomacy and tact to diffuse tense situations. We value the needs and perspective of others on the team and outside the organization. We approach others and our work with a servant-hearted willingness.

Positive Wake How we do our work matters. Every interaction seeks to build a positive culture and extends the DNA of Alpha. We intentionally develop effective and positive relationships with staff members and other departments within all levels in the organization and outside the organization. We bring an energizing presence and boost morale in team settings. When conflict arises, we will immediately work towards Biblical resolution.

Ambassador We own the growth and representation of Alpha, together. We represent the tone and build up the culture of Alpha at all times. We participate regularly in a local Alpha. We pray for and invest in non-Christian relationships. We are able to effectively, relationally connect with non-Christians as well as those with Christian backgrounds. We seek to tell others about Alpha to see a movement grow across the US. We use public platforms (i.e. personal social media) with discernment, knowing that we are always representing Alpha.
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<thead>
<tr>
<th>Culture</th>
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<tr>
<td>Trust</td>
<td>We create an environment of “I am <strong>FOR</strong> you.” We assume good intentions and give the benefit of the doubt by living out these statements: “When there’s a gap between what I expect and what I experience, I will choose to fill it with trust. If I observe other people filling a gap with suspicion, I’m going to come to your defense. If what I experience or see begins to erode my trust, I’ll discuss it directly with you.”</td>
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<td>Unity</td>
<td>We aim to pursue and promote unity so that the World can further recognize Jesus. We seek to learn from one another and to work together for the evangelization of the nations, even when it is not convenient. This includes embracing others across denominational or traditional lines, pursuing unity among different ethnic backgrounds and across departments throughout our global organization.</td>
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<td>Reliance</td>
<td>We maintain a constant rhythm of living in the power and presence of the Spirit of God. All we do is anchored in prayer. We hold an expectancy God will show up and do what only He can do. We believe in and experience the miraculous. While we embrace and seek to grow in all the gifts of the Spirit, the result of this reliance comes in an increase in the fruit of the Spirit, especially love.</td>
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