



Hub Administrative Assistant

The Hub Administrative Assistant supports the Hub Ministry Director and Café Manager of The Grove. Working with both parties on the support details for The Hub Café and Catering.

- Reports to: Hub & Event Ministries Director
Works with: Events Coordinator, Hub Café and Coffee Bar Manager, Church staff, Hub volunteers
Works: Part- Time, hourly, 20 to 25 hours per week

Administrative Support to Hub & Event Ministries Director – 60%

- Maintenance of Hub & Event Ministries Director's calendar.
- Keeping event files up to date with all catering details.
- Update event details in Event Management Software, Planning Center Resources.
- Coordinating volunteer efforts for The Hub Special Events.
- Assist with special projects given by the Hub & Event Ministries Director.
- Receive hub orders when management is off campus.
- Assistant with inventory when needed.
- Restock staff supplies as needed.

Varied Duties – 30%

- Work with management on sales, promotions.
- Work Special Events as needed, which can be variable hours.
- Cover Hub volunteer shifts when needed.
- Other duties as needed.

Other – 10%

- Attend team meetings, all-staff meetings, staff devotions, and trainings.

Before submitting a resume and cover letter, please read The Grove's Statement of Faith and Foundational Beliefs. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith and Foundational Beliefs.