

Watoto

JOB OPPORTUNITY

Job Title: Administrative Assistant- Watoto Church, Downtown.
Organization: Watoto Church Ministries.
Duty Station: Watoto Church Downtown.

Watoto Church Ministries is a Church committed to celebrating Christ and caring for the community. The Church in pursuing its vision has experienced exponential growth in the past 40 years and currently comprises 17 Celebration Centers (Church campuses), 3 Children's villages, 2 Baby Homes, an FM radio station, Schools and some farms.

Watoto Church Ministries is seeking to recruit an **Administrative Assistant - Watoto Church, Downtown** to execute administrative duties, supervise the front desk, coordinate events, and provide support to the campus administrator at the Downtown campus.

Key Duties and Responsibilities (but not limited to).

- To create a warm and professional welcome for visitors and ensure that the space is consistently tidy and that all visitor inquiries are addressed promptly and efficiently.
- To plan, coordinate, and schedule various events, including baptisms, baby dedications, and Equip streams, across both physical and online platforms.
- To maintain and update the phone directory, oversee timely mail distribution, and manage the dissemination of important notices and announcements.
- To harmonize and support the schedule of appointments for counselling services, staff, and pastors, to guarantee timely organization and minimize conflicts.
- To perform routine maintenance checks and to proactively identify areas for repair or improvement to ensure a secure plus welcoming space for all users.
- To manage a centralized room allocation schedule and handle related reservations, to ensure optimal utilization of available space.
- To collaborate with volunteer team leaders and members to furnish guidance, resources, and support to create an exceptional experience for all attendees.
- To be responsible and lead the centralized statistics function, encompass data collection, analysis, and dissemination, to ensure data-driven decision-making and transparency across the three campuses (Downtown, Kansanga, Bugolobi).
- To supervise and ensure the integrity of cash handling processes on campus, collaborate with Finance and Security teams to guarantee transparency, security, and precision.
- To provide dedicated support and guidance for childcare-related inquiries, include sponsorship, recruitment, and donations.
- To ensure seamless and effective preparation of online services.
- To compile monthly follow-up reports and submit them to the online Pastor.
- To handle all online church activities, follow up on Guests, New Converts, and Cell.

Qualifications, Skills, and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in business administration, Finance, or any relevant field.
- At least a minimum of two years' working experience in a reputable organization.
- Excellent knowledge of MS Office 365 applications and knowledge of Microsoft Dynamics will be an added advantage.
- Outstanding Communication and Interpersonal skills.
- Should be result-oriented, initiative-taking, and able to work under minimum.
- Possess strong problem-solving and high level of personal and professional integrity.
- Able to exercise confidentiality and sound judgement.



Watoto Church Ministries - UGANDA

P O Box 2311 | Plot 87 KAMPALA RD | EMAIL: INFO@WATOTOCHURCH.COM

How to Apply.

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com.
2. Go to the **JOIN THE TEAM** on the website menu.
3. Under that, **click here** to see job details and click **Apply Here** to apply for the job.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a Church/Pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name).

DEADLINE: 26th /March /2025.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.



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