



CHRISTCOMMUNITY

JOB POSTING

Ministries Administrative Assistant

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

OUR CORE VALUES

BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
BUILDING FAMILIES
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE
STRATEGICALLY SENT

OVERVIEW

Purpose and Primary Responsibilities: The Ministries Administrative Assistant will handle a wide range of administrative and organizational tasks for the church. This person must be exceedingly well organized, flexible, and enjoy challenges. While task oriented, this person will have servant's heart. Must be technologically savvy, with a high capacity to effectively communicate through electronic media. This employee must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment. Must remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. In addition to the specific responsibilities below, the Ministries Administrative Assistant will be responsible for such duties as assigned.

ESSENTIAL RESPONSIBILITIES

- Responsible for maintaining and safeguarding our church management system, including family information and member profiles, processes/queues, groups, calendar, rosters, attendance, etc.
- Serve as primary point-of-contact for ongoing needs of group leaders and potential group attenders.
- Connecting guests and members to opportunities to grow by inviting them to take key steps in the assimilation, formation, and mobilization processes (i.e., First-Time Guests/Baptism/Membership/Groups/Serving/etc.)
- Assist staff in processes such as baptism, assimilation, membership, discipleship, etc.
- Assist with tracking people, processes, and reporting as needed.
- Demonstrate working knowledge of CCB, Office Suite, MailChimp, and WordPress with a commitment to grow in proficiency.
- Provide administrative support such as scheduling, setup/teardown, record-keeping, meeting minutes, event planning, purchasing, etc.
- Prepare materials and setup for various events (Growth Track, Group Connect, Classes, Weekly Groups, etc.) as needed.
- Ordering & maintaining inventory for office, groups, guest services, and other churchwide functions as needed.
- Provide general office administrative support: receiving visitors, answering and screening calls/emails, participate in meetings, filing expense reports, managing calendars, maintaining a hospitable environment, etc.
- Other duties as assigned

ESSENTIAL ABILITIES

- Highly proficient in Microsoft Word and Excel, with ability to create, organize, and maintain detailed spreadsheets.
- Learn and master church management software for the purpose of updating database, running reports, scheduling events, etc.
- Well organized with great attention to detail.
- Ability to accomplish tasks and the forethought to anticipate needs.

ESSENTIAL ATTRIBUTES

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must maintain membership at Christ Community Church.
- Must be highly organized with attention to detail.
- Must possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message 2000.

DETAILS

Seeking fulltime candidate. Please send a cover letter and resume to jobs@christcommunity.com.