

Creekside Christian Church

Administrative Assistant

I. Position Identification

- Title: Administrative Assistant
- Department: Discipleship Pathway
- Reporting Relationship: Discipleship Pathway Pastor
- Classification: Part-Time, Casual (6-8 hours/week)
- Availability: Flexible weekday office hours

II. Position Summary

- Responsible for providing administrative support to the Discipleship Pathway Team roles of 'Connect, Grow, Serve and Reach'

III. Responsibilities

- Work alongside Discipleship Pathway team members of Connect, Grow, Serve and Reach to proactively assist them in meeting ministry goals and deadlines
- Provide friendly and helpful interaction with the congregation, volunteers and staff using all forms of communication (face-to-face, email, text or phone)
- Support ministry administrative needs such as room reservations, media request forms (promotional requests for both virtual and print), event registration oversight, database updates, expense reimbursement requests and/or budget assistance, and other related administrative duties
- Assist with or perform other tasks as requested

III. Supervisory Responsibilities

- Recruit, train and equip volunteers for ministry service

IV. Minimum Job Requirements

Experience

- 2-4 years Administrative Assistance preferred
- High School Diploma

Skills

- Strong organizational skills; ability to prioritize, multi-task and adapt to change in a fast-paced environment with minimal supervision

- Strong interpersonal skills with the ability to be a helpful, cheerful servant with a proactive and positive attitude
- Excellent written, oral, and proofreading skills
- Strong working knowledge of computers and proficiency in software programs including Microsoft Office, database systems, design software, and use of the internet; ability to learn and use new software as needed
- Ability to work independently and as a team member with Creekside staff and volunteers, while maintaining confidentiality in all situations