



CROSSROADS
church

CROSSROADS CHURCH

Job Description

Job Title:	Administrative Assistant & Event Coordinator
Reports To:	Pastoral Team
Position Status:	Part Time - 30 hours per week (minimum of 20 hours per week set office hours) These responsibilities could be performed by 1 person or broken into 2 separate positions depending on the skill sets and experience.
Compensation:	Up to \$13 per hour
Position Summary:	This position is the hub of communication and daily operations for the church and requires a high degree of clerical and office management skills. This person is responsible for carrying out the day-to-day administrative and staff support functions by working with church members, ministry leaders, and staff to achieve the church's mission and objectives.

Job duties include, but are not limited to:

1. **GENERAL OFFICE & SECRETARIAL DUTIES:** performs all daily administrative and operational duties of the church such as running errands and ordering supplies, answering phones, greeting guests, managing calendar, printing bulletins, POC for church members, etc...
2. **SUPPORT TO PASTORAL/SENIOR STAFF:** Provides daily support to the Pastoral Team as needed (making copies, sending emails, filing, making phone calls, doing research, run errands, etc...)
3. **ADMINISTRATION OF CCB, WEBSITE, AND COMPUTER OPERATIONS:** Will organize and manage all computer and DropBox files on Admin Computer. Will be familiar with and able to operate all church computer programs and applications including but not limited to Church Community Builder (CCB), Planning Center, and other church programs and apps as required. Responsible for uploading media content to the website.
4. **SCHEDULING & MINISTRY LIAISON:** Handles scheduling of volunteers for "Service Sundays" (ushers, parking team, coffeehouse, greeters, etc...) and coordinates/schedules volunteers for events and programs outside of Sunday morning (church picnics, special services, conferences, Abide Week, etc....). Is the primary contact for all church ministry leaders regarding support and supplies (printing handouts, getting supplies, etc...).
5. **EVENT PLANNING & COORDINATION:** Main POC and event planner for church events and facilities use by outside groups or ministry partners – this includes but is not limited to weddings, funerals, receptions, church picnics, etc... Plan, coordinate, and arrange food and hospitality needs for these events and be onsite during events when possible as a staff POC. Coordinate and communicate with facilities team and Admin Pastor on all set-up and clean-up and resources/equipment needed for events.
6. **FINANCIAL/ACCOUNTING SUPPORT:** Will support and assist the church Accounting Manager with basic booking keeping and day-to-day financial operations.

Job Skills and Requirements

1. Demonstrated proficiency in computer skills including Word and Excel and adaptability to CrossRoads church computer programs and software.

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2. A self-starter with strong attention to details and proven ability to follow-through on assignments, multi-task, and meet deadlines.
3. Very strong interpersonal and social skills. Good at relationships, teamwork and have a pleasant and outgoing personality. Must be teachable and humble.
4. A commitment to confidentiality regarding all records, meetings and conversations.
5. Previous ministry, non-profit, or church Administrative experience is highly preferred.
6. This is viewed as a ministry position so the individual must align with the mission, vision, and values of the church.
7. College degree highly preferred – a background in office management or accounting is a plus

Resume submission

Deadline for submission: March 13, 2015

Start date: Immediate

If interested, please email resume and references to clark@crossroadsnorfolk.com