

# Administrative Assistant (Part-time)

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## **Purpose and Scope of the Role:**

The Administrative Assistant reports to the Church Administrator and supports him and the office staff of Cornerstone Fellowship Church (CFC) by creating a welcoming and efficient office environment, assisting with operational tasks and responsibilities, and caring for the needs of the church necessary to accomplish the church's mission according to the vision and core values of the pastors, and the role as stated in this job description:

**Focus Areas:** Office support, Reception, Communications, Calendar & Event Coordination.

## **General Administrative Duties / Responsibilities**

- **Reception**
  - Open and close the church office (9:00-5:00)
  - Greet and show hospitality to visitors of the office
  - Answer phone and email contact to the office
  - Receive deliveries and process mail
- **Support the Church Administrator and Office functions.**
  - Assist the Elders and Administrator as requested.
  - Responding to general church inquiries on behalf of the Administrator (written or spoken)
  - Maintain a professional and tidy office environment
  - Prepare for on-site meetings (e.g. prepare coffee, set up rooms etc.)
  - Filing/Records management
  - Help maintain the church membership database
  - Help maintain groups, registrations and calendars in Planning Center
  - Working with Event Coordinators to manage accommodations and communication.
  - Print and collate handouts
  - Stock snacks and refreshments for the office staff
  - Manage A/C schedule for church events.
  - Tracks weekly Sunday attendance
  - Manage baptism schedule, setup and cleanup
  - Manage CCLI annual reporting
- **Roster management**
  - Updating Church Center with any roster changes.
  - Writing and sending cards and care packages (congratulations, sympathy, etc) to members.
  - Help maintain the church membership database.
  - Help maintain groups and lists in Planning Center.

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## **Additional Specific Duties / Responsibilities**

- **Communications**

- Assist the Administrator with the Church Communication.
  - Monthly Newsletter
  - Mid-week announcements (as needed)
  - Sunday Details—Pulpit Announcements
- Review announcements requests and schedules.
- Work with the Administrator to schedule announcements to the church.
- Coordinate with Graphic Designer to create promotion materials
- Update and maintain the church Website content
  - Update as needed
  - Post Bulletin announcements
  - Edit sermons on YouTube
  - Edit and upload audio and series images.
  - Edit/update structure (individual pages)

- **Calendar**

- Manage the church's public calendar
- Review building use and event requests
- Assist with scheduling church building usage

- **Event Support**

- Assist with creating and managing event registrations in Planning Center
- Assist the Administrator with preparing for special events.
- Interact with event coordinators
- Menu planning and ordering for events
- Scheduling and recruiting volunteers
- Oversee setting and resetting event space
  - Tables, chairs
  - Decoration
  - Setting A/C for events

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## **Qualifications and Core Competencies required:**

- Must agree with the Vision, Core Values and Beliefs of Cornerstone Fellowship Church.
- Must have a servant's heart, and be a team player who is willing to support the administrative needs of the church and office staff.
- Comfortable with in Google Suite (Drive, Docs, Sheets etc.) or similar office software (Microsoft).
- Proficient with a Mac computer.
- Must speak, read, write and comprehend fluent English.
- Effective verbal and written communication.
- Must have a hospitable and welcoming attitude.
- Must be discreet with sensitive and confidential information.
- Effective interpersonal and organizational skills.
- Ability to self-manage time and responsibilities.
- Ability to troubleshoot and problem solve.

- Able to manage multiple priorities.

**Experience Preferred:**

- Familiar with Customer Relationship Management (CRM) software (e.g. Planning Center, Realm, Salesforce etc.)
- Proficient with project/task management software.
- 2 years of personal or office assistant or similar experience.
- Graphics/Design experience is a bonus

**Working Conditions:**

- Must be able to spend long hours working at the computer
- Must be able to lift and move 25lb
- Must be available to work 16-24 hours per week from the church office.
- Must have a current drivers license.
- Hazards of the job include back, neck, eye and wrist fatigue from computer usage

*Employment at Cornerstone Fellowship Church (CFC) is on an "at-will" basis and is for no definite period and may, regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause and with or without notice. Other than the Administrator or Director of HR of CFC , no supervisor, manager, or other person, irrespective of title or position, has the authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time with you. Any agreement with you altering your at-will employment status must be in writing and signed by the Administrator or Director of HR of CFC. Equally, employees are free to terminate their employment at any time for any reason.*

**Supervisor Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Acknowledgement:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***The job description outlined above is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Supervisors may assign other duties as deemed appropriate.***