

Country Club Christian Church

Job Description

Position Title: Administrative Assistant

Position Purpose: To enhance the ministry of the church by providing administrative support that encourages communication, teamwork, efficiency and accurate record-keeping.

Reports To: Executive Assistant to the Senior Minister

Hours: Full Time

Qualifications:

- Education or experience working in an administrative setting
- Ability to multi-task, prioritize and work collaboratively
- Knowledge of Microsoft Office Suite and Windows 7 operating system (Spreadsheets, mail merge, create and maintain distribution lists and correspondence)
- Experience with multi-line phone system
- Experience with or ability to learn church systems and procedures
- Working understanding of not-for-profit or congregation and/or volunteer-dependent organizations
- Effective communication and relationship-building skills
- Strong organizational and problem solving skills with attention to detail
- Understanding and values alignment with the mission of the church

Specific Responsibilities:

- **Provide administrative support to Ministry areas of the Church, including Children, Youth, Adult Education, Outreach, and Membership Development**
 - Coordinate communication with Sunday School classes
 - Enter attendance
 - Communicate with volunteers as needed
 - Schedule activities for church calendar
 - Support special events
 - Coordinate mailings
- **General Administrative Support**
 - Maintain staff and member confidentiality and handle sensitive information with integrity and confidentiality
 - Answer incoming calls, greet visitors, and communicate with staff as needed
 - Maintain membership files and database to support church ministries.
 - Order office supplies
 - Sort and distribute incoming daily mail
 - Prepare and distribute reports