

# Country Club Christian Church

**Position Title:** Administrative Assistant

**Hours:** 30 hours, Weekdays

**To apply, send resume and cover letter to:** Carla Rauth [carlar@cccckc.org](mailto:carlar@cccckc.org)

## **Qualifications:**

- Education or experience working in an administrative setting
- Ability to multi-task, prioritize and work collaboratively
- Knowledge of Microsoft Office Suite (Spreadsheets, mail merge, create and maintain distribution lists and correspondence). Fellowship One and Service U experience desirable.
- 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 Worship and Music, 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