



## JOB DESCRIPTION

<b>Title:</b> Staff Development Assistant	<b>Status Category:</b> 5
<b>Department:</b> General Ministry - 978	<b>Staff Category:</b> Part-Time
<b>Supervisor:</b> Grace Szambelan	Administrative <b>Pay Method:</b> Hourly
<b>Work Hours:</b> 29 hours weekly	<b>Job Description Updated:</b> 2/23/2021

### POSITION SUMMARY

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a believer in the Lord Jesus Christ, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community Christian Church your church home, the place where you worship and serve.

We seek a talented, experienced Christ-Following Part-Time Administrative Assistant working in the range of 25-29 hours a week to assist our Staff Development Director. The Staff Development Assistant will exercise good judgment and confidentiality in various situations, demonstrate strong written and verbal communication, administrative and organizational skills, and maintain a balance among multiple priorities as you provide support functions under the leadership of the Staff Development Director overseeing processes and coaching and developing the Ministry Staff and their Assistants.

Proficiency in Excel, Word, and Google Drive is mandatory for the role. Normal office and computer efficiencies are expected and multiple years of experience as a high-level administrator are desired.

### **Staff Development - Administrative Assistant**

**Job Description:** This role's objective is to expand the Staff Development Director's leadership by monitoring and following up with staff in task completion, goal management, and financial accountability.



### **Task Completion:**

Work with the Staff Development Director to ensure the following:

- Work closely with the Administrative team to be the Subject Matter Expert on CCC processes.
- Monitor Action Items for each staff member, ensuring deadlines are met and progress is updated.
- Track and update the Events Calendar for completion of action steps to secure a great event.
- Monitor Process Lists to ensure events tasks are being followed and kept up to date and create event close-out files.
- Monitor issues as they arise to increase completion rate and speed using the Make It Better (MIB) report.
- Monitor Ministry Staff call assignments and event queues.
- Transcribe sensitive notes from weekly meetings.
- Assist with Candidate recruitment and onboarding hiring tasks.
- Update CCC Tool Box.
- Track New Volunteer requests using the New Volunteer Notification (NVN) form.
- Other duties as assigned by the Staff Development Director.

### **Goal Management:**

- Prepare reports that help show trends that can be used to motivate staff and inform leadership.
- Prepare Department scorecard.

### **Financial Accountability:**

- Ensure Event financial accountability worksheets are filled out and updated weekly.
- Review financial worksheets and monthly Credit Card statements, alerting to potential budget overages of events.

### **Skills:**

- Proficiency in Excel, Word, Google Drive, and Church Community Builder (CCB) knowledge is a plus.
- Attention to detail.
- Communicate effectively with the Ministry Staff and employees.
- The ability to develop action plans.



- Familiar with development reports, graphs, charts, and other visuals.
- Efficiently learn new applications.
- Possess excellent verbal and written communication skills, including a professional demeanor, and demonstrated competency in preparing professional reports.
- Demonstrate a track record of exercising good judgment and taking the appropriate initiative, discretion within the position's scope.

### **PHYSICAL AND OTHER REQUIREMENTS**

- Must be able to lift at least 30 lbs.
- Ability to climb stairs, walk a distance between the Main and NextGen Building, and conduct 1st Impressions inspections around the property.

### **EDUCATION**

- Bachelor Degree preferred
- Previous experience 3-5 years in lieu of a degree
- Minimum Education: A high school diploma or GED equivalent required

### **EMPLOYMENT AT-WILL**

All employees of CCC are at-will, as such, are free to resign any time without reason. CCC likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual



may perform other related tasks.

It is required that all CCC staff members are in agreement with the vision, values, and Statement of Faith of CCC and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at CCC are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_