



JOB DESCRIPTION

Title: Ministry Assistant	Status Category: 5
Department: General Ministry - 978	Staff Category: Part-Time Administrative
Supervisor: Ministry Leader	Pay Method: Hourly
Work Hours: 20-25 hours weekly	Job Description Updated: 8/25/2022

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 Christ Follower and have a heart for ministry, and a desire to see God's kingdom advance, and be committed to making Community Christian Church (Community) 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 20-25 hours a week to assist our Ministry Leader. The Administrative Assistant will exercise good judgment and confidentiality in various situations and demonstrate strong written and verbal communications, and administrative and organizational skills as you support the Ministry Leader overseeing processes to connect people and ensure a successful event.

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

Skills:

- Proficiency in Excel, Word, Google Drive, and Church Community Builder (CCB) knowledge a plus.
- Attention to detail.
- Communicate effectively with the Ministry Staff and employees.
- 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 and 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 instead 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 our guidelines. 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: _____