

Title: Operations Assistant

Reports To: Kim Gingrich

Updated on: June 11, 2026

Status: part-time (6-8 hours a week)

POSITION SUMMARY

Provide administrative support to staff team and congregation.

CORE VALUES

Hillcrest's Mission: To Know Christ and make Him known

Hillcrest's Vision: Pursuing new life together in Jesus

CORE RESPONSIBILITIES

Connect Card Process

- Review all digital/paper Connect Cards, enter paper cards into CCB, follow-up on any 1st time guests, checked boxes, or questions/comments.
- Edit Connection Card prayers/comments, emailing them to the intercessory team and pastors. Print off copies for Tuesday staff prayer.
- Enter 1st time guests and prayer follow-up in CCB Process Que.

Operations

- Print and cut Connect Cards, run the Connection Card Bi-Annual Report every January and July. Print and place weekly Sermon Discussion Guide.
- Safety Team: order name tags, communicate recruitment for new members.

Missions

- Send out weekly Mission Prayer email.
- Update yearly missionary directory for the Missions Team and pastors.
- Maintain Mission Lobby Display

Facilities

- Clean up meeting rooms and library before and after events when needed and walk through building once a week to check all spaces.

QUALIFICATIONS AND SKILLS

1. Able to organize work, set priorities and work independently.
2. Possess flexibility with regard to daily work and assignments.
3. Effective oral and written communication.
4. Able to work a flexible schedule with the understanding that special events and large church gatherings will be a part of the regular schedule.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.