

CHURCH-WIDE

ADMINISTRATIVE ASSISTANT

Calvary Church seeks to be a joyful family being changed by the gospel to love like Jesus across all cultures and all generations. As an administrative assistant you are primarily responsible to support the pastors and their teams toward pursuit of this vision using your detail-orientation to complete needed tasks. 16-24 hours per week, pay range from \$23-26 per hour, position qualifies for discounted school and preschool tuition.

CALVARY CHURCH

1010 N TUSTIN AVENUE
SANTA ANA, CA 92705

CALVARYLIFE.ORG

714.973.4800

YOU ARE KNOWN AS:

- A follower of Jesus living life above reproach; a lover of His Word
- A team player, hard-worker, hospitable, positive, compassionate, truthful loving, and gracious to all
- Able to lead volunteers well
- An excellent communicator, both in written and oral forms; an editor who finds grammar and technical errors
- A fun person; a positive and encouraging cheerleader
- A self-starter; problem solver; organizer
- A detail-oriented, task-driven go-getter
- A learner; teachable; always growing
- Depending on God's Spirit



WHAT YOU WILL BE DOING ON-THE-JOB:

- Using PCO Calendar to create event reservations; working with all-church pastors to identify needed spaces and resources; working across teams and ministries to ensure every event has what it needs; working with facilities to solve any reservation-related issues
- Using PCO Groups to create and manage new groups, automate emails, and create lists
- Using PCO Registrations to create event sign-ups, manage payments, and guest lists
- Using MailChimp to edit and send weekly ministry emails and manage subscriber updates with PCO
- Meeting daily workplace needs of your supervising pastor/ministry team
- Communicating with staff, members, and volunteers by phone, text, and email
- Organizing and maintaining Google Drive and all other files
- Maintain a clean and organized office environment, restocking office supplies, as needed



BONUS POINTS IF:

- You can focus on details for hours and you love to check the box
- You are great at details & tasks AND everyone loves you



YOUR TEAM:

- **Your supervisor** ↑ : Adult & Family Team Pastor
- **Your ministry team** ↔ : All church staff
- **Your staff** ↓ : Volunteers



EVERY EMPLOYEE AT CALVARY IS EXPECTED TO:

- Support the leadership of Calvary
- Advocate for Calvary's Vision, Mission, Calling, Values
- Attend regularly scheduled meetings (Chapel, Pastoral Staff meeting (quarterly), Staff Days Away, Monthly Birthday Gatherings, and others)
- Engage in the weekly Worship Service
- Participate in a LifeGroup for at least one season each year
- Actively contribute to all-church events (Reach Week, Easter services, Annual Church Meeting, Church Picnic, VBS, Beach Baptisms, Light the Night, Christmas services, etc.)
- Participate in staff trainings, retreats, conferences, in addition to regular schedule
- Maintain general knowledge of all-Calvary events to help all people connect
- Be proficient in computer and technology use: Google drives, docs, sheets, Word, Excel, PCO
- Have completed or be actively pursuing appropriate education (Bachelor's degree or greater biblical knowledge) or professional work experience to fulfill job responsibilities
- Be available for identified work schedule and perform other duties as assigned
- Model a biblical standard of conduct - private, public, online
- Submit to and uphold Calvary's bylaws and doctrinal statement
- Adhere to guidelines stated in Employee Handbook
- Be or become a Calvary Church member during the first year of employment-calvarylife.org/membership

How to Apply for this Role

To submit your application for Administrative Assistant, please fill out the Employment Application available on our website at calvarylife.org/jobs/. Once completed, send a resume and writing sample of a concise professional email to invite volunteers to an upcoming meeting in an email to Marisa Foasberg.

Questions? Contact Marisa Foasberg, HR Manager, at mfoasberg@calvarylife.org