

**Job Description for  
Administrative Assistant, Spanish Ministry**

Reports to: Associate Pastor, Spanish Ministry  
FLSA Status: Non-Exempt (Hourly)  
Hours: 20 hours (Part-Time)  
Campus: Melbourne Campus

This position provides administrative support to Pastor Ramon and the ministries and areas under his oversight.

**Job Requirements:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Pastoral Administrative Support:
  - Ability to transcribe information from English to Spanish and Spanish to English
  - Ability to maintain confidentiality of information
  - Schedule and maintain appointments & meeting schedules
  - Preview, manage and handle email and calls
  - Flexibility to ensure protection of Pastor's time (particularly sermon prep time)
  - Interface with accounting
  - Help manage and assist the details of assigned projects, groups, events and outreaches
  - Interface with volunteers
  - Work with ministry staff to maintain high standards of excellence
  - Other duties as assigned by supervisor
- Communications Support:
  - Oversight of all communications for supported ministries
  - Organize and maintain electronic files
  - Work with IT, Communications, Social Media, Graphics, and Production department to communicate information for upcoming events, services, web page and Facebook
  - Send out monthly emails to the volunteers
  - Schedule and make necessary preparation for meetings in advance
- Service Logistics:
  - Assist with the coordination of Wednesday Spanish services
  - Reserve, set-up and distribute weekly and special event supplies
  - Maintain organization of stored supplies (Resource room, cabinets, shelves, bins, tubs, etc.)
  - Maintain volunteer and program schedules

**Required Skills:**

- Must be fluent in Spanish and English (both verbal & written skills) – Portuguese is a plus
- Proof read and translate documents, devotionals and weekend notes of pastors and teachers
- Excellent interpersonal, verbal and written communications skills
- Good knowledge of proper Spanish and English grammar and punctuation
- Working knowledge of Microsoft Office Suite including Word, Excel, Outlook & Publisher
- Excellent phone communication skills
- Ability to learn new software
- Must have good judgment exercising discernment in decision making
- Must be able to multitask and have good analytical and numerical skills
- Available to work a flexible schedule (some evenings & weekends)

**Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature, ongoing relationship with Christ and regularly attend church service and Wednesday Spanish service.
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Flexibility and ability to work with volunteers and people on staff
- Organized, ongoing learner, and strategic planner
- Self-starting – can work with little supervision or direction
- Compassionate and flexible, willingness to pray with others, Team player
- Flexibility and ability to work with volunteers and people on staff
- Creative and a visionary

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that the job description in no way implies that the duties listed here are the only ones that I will be required to perform. I will be expected to perform other tasks, duties and training as determined by my supervisors.

---

Employee Name

---

Date

---

Employee Signature

Authorized by:

---

Administrator

## **Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought..... Mind of Christ  
To minister like Jesus did..... Works or Ministry of Christ  
To be like Jesus..... Character of Christ

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

## **CORE COMMITMENTS**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

### **CONNECT**

To others in personal vibrant relationships.

### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.