

## **Job Description for Senior Administrative Assistant**

Reports to: Associate Pastor  
FLSA Status: Exempt (salary)  
Hours: 40 hours (full-time)  
Campus: Sebastian Campus

This position provides administrative support to Pastor David Kloos and Sebastian Campus Pastors and to the various ministries and areas under their 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:
  - Keep confidential all personal information on volunteers
  - Assist with oversight and commencement of volunteers and training
  - Assist in attaining goals, standards, and plans for future growth
  - 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)
  - Consolidate service notes for campus into one document
  - Interface with accounting (including learning and using church accounting software)
  - Budget support, input and printing of reports
  - Working with Human Resources assisting the Pastor to stay current on reviews, status changes, requests for time off and other Human Resource requirements
  - Be available to assist as needed at various events
  - Manage Basecamp projects
  - Develop and publish promotions for groups and ministries
  - Other support activities as deemed necessary by supervisor
  - Work with ministry staff to maintain high standards of excellence
  - Schedule travel arrangements, process paperwork and donations for mission's trips
  - Other duties as assigned by Supervisor
  
- Communications Support:
  - Answer phones
  - 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 Face Book
  - Send out monthly emails to the volunteers
  - Schedule and make necessary preparation for meetings and prepare talking points in advance
  
- Service Logistics:
  - Reserve, set-up and distribute weekly and special event supplies
  - Manage details of campus facility, classroom set up/layout plan, and onsite storage
  - Maintain organization of stored supplies (Resource room, cabinets, shelves, bins, tubs, etc.)
  - Maintain volunteer and program schedules

- Manage building room usage with other ministries
- Sebastian Ministries
  - Provide administrative support for the leadership team
  - Ensure that processes are adhered to
  - Organize ministry sign-ups, bulletin announcement, room scheduling and other resources
  - Process book orders for small group classes
  - Assist in various planning details of special events
  - Knowledge of the application of social media
  - Work with Graphics Department for graphics necessary for ministries
  - Create all sign-up sheets, name tags, bulletin announcements, documentation for procedures
  - Maintain yearly Calendar – coordinate with Pastors and all the ministries and other church campuses

**Required Skills:**

- Excellent interpersonal, verbal and written communications skills
- Good knowledge of proper grammar and punctuation
- Working knowledge of Microsoft Office Suite including Word, Excel, Outlook & Publisher
- Excellent phone communication skills
- Must have good judgment exercising discernment in decision making
- Must be able to multitask and have good analytical and numerical skills

**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
- 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
- Ability to maintain confidentiality of information
- 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
- Excellent communication skills – verbal and written
- 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

**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.