



Administrative Assistant **Job Description**

Purpose Statement: We exist to help people improve their relationship with God and each other through our mission to Learn, Love, Live.

The Chapel of the Cross Administrative Assistant is foremost a servant, support staff and professional helper to the Ministry staff and Chapel of the Cross. This position is designed to be the administrative arm of the ministry allowing other members of the staff to be the relational and visionary arm of the ministry.

This position fulfills the following needs:

- Provides organizational assistance.
- Provides administrative assistance.
- Provides time and ability to pastoral staff to pastor and lead the church body.
- Provides a point person to reference for needs or assistance with church matters.

Reporting Relationship: The Administrative Assistant is directly responsible to the Executive Director while serving the Lead Pastor, Elder Board and providing assistance the ministry staff.

General Attitude and Scope of Ministry: Responsibilities include (but are not limited to) the following:

- Fully supporting the purpose and ministry of Chapel.
- Representing Chapel in a professional, and positive method.
- Working in unity with other individual areas of ministry to accomplish the “equipping of believers to do the work of ministry.”
- Perceiving your work as ministry of service to both the Chapel church family and the surrounding community.
- Participating in Staff and occasional Staff meetings.
- Maintaining organization in the ministry office.
- Conducting themselves with confidentiality in all church related issues.
- Presenting a positive, polite, and clear conversation in phone call and walk-in situations.
- Assisting and supporting the Lead Pastor, Executive Director and supporting staff.

Specific Duties: Responsibilities include (but are not limited to) the following:

1. Expected to be in the office 20 hours a week and occasionally helping with special events and in special circumstances. Hours can be worked out with the Executive Director.
2. Design and produce materials for Chapel ministry, such as weekly bulletins and emails.
3. Take Notes in meetings for staff and teams.
4. Coordinate organization for camps, retreats, events, and activities.
5. Stay informed and inform others of all ministry events.
6. Send cards and reminders for events and meetings to necessary Chapel members.
7. Maintain organization of literature, member roles, and first time guests.
8. Organize and handle monies for Chapel. These items should be turned in to the financial office immediately.
9. Maintaining spreadsheets for ministry budgets.
10. Reserving rooms, facilities, and meeting times in conjunction with Chapel calendar.
11. Coordinate any non-Chapel events and building request.
12. Create positive, clear, and friendly conversation with those who call the ministry office.

13. Coordinate lunch, dinner, and snacks for volunteer meetings and team meetings.
14. Report needs of students, parents, and workers to the Lead Pastor, Executive Director and ministry leaders as needed.
15. Complete tasks that are assigned in a timely manner or by deadline given.

Personality, Temperament, Gifts, and Abilities –

- Maintaining growth in personal relationship with God
- Exhibiting Christ-like qualities in your performance of job responsibilities as well as interaction with people.
- Should have strong understanding of the gospel of Jesus Christ as it is the foundation to mission and vision for Chapel.
- The Administrative Assistant should have a sense of real calling upon his/her life for ministering to all the people of Chapel, and those who work with them.
- This individual being highly organized, self-motivated, and great at self-initiating are essential.
- Character traits of honesty, loyalty, confidentiality, and commitment to the task and team are a requirement.
- This person needs to be ok with being held accountable in relationships among the ministry staff.
- An ability to be organized and self-motivated to the point that things that need to be completed are completed without being asked.
- Social skills need to be at such a level that people can feel welcomed and cared for whether in person, phone, or email.
- Should have good sense and ability in computer skills.
 - Website Updates
 - Email
 - Spreadsheets such as excel
 - Word
 - Publisher
 - PowerPoint
- Should have a very strong gift of service.
- Should be very goal oriented.