

CHRIST COVENANT CHURCH

Job Description

Title of Position
Administrative Assistant
Next Generation Department

Job Category
Administrative Assistant

Direct Supervisor
Pastor Anissa Santi

01. Synopsis of Role

To provide administrative assistance to the Pre-School, Elementary and Youth ministry of Christ Covenant Church. This is a paid, part time position that will require 10 hours a week.

02. Principal Responsibilities

- Meet weekly with Children's Pastor and note action items
- Oversee printed materials, mail outs, letters for all Next Generation Ministries
- Manage Next Generation volunteer scheduling
- Prepare and submit Purchase Orders, Check Requests, Background Checks, etc.
- Manage Children's Pastor and Student Pastor's appointments, counseling sessions and calendars
- Oversee and delegate various projects to Next Gen Intern
- Any other responsibilities deemed necessary by Senior Pastor

03. Required Skills and Job Complexity

a) Unique Skills and Knowledge

- Strong oral and written skills
- Strong organizational skills and the ability to multi-task
- Knowledge of volunteer staffing needs
- Highly motivated
- Creativity and flexibility
- Microsoft Office Suite
- Elvanto Software
- Excellent interpersonal and communication skills
- Ability to work well as a team member

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| b) Problem Solving and Decision Making | <ul style="list-style-type: none"> ▪ Positive attitude and positive approach to problem solving ▪ Solution-oriented |
| c) Relational Connections | <ul style="list-style-type: none"> ▪ Children's Pastor, Student Pastor, Volunteers, Congregation members |

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| 04. Key Performance Measurements |
| <ul style="list-style-type: none"> ▪ All administrative tasks are finished on schedule ▪ Appointments are set in a timely manner with adequate communication ▪ All volunteer scheduling and management is completed in a timely manner ▪ Successful coordination of special events |