

Job Description

Administrative Assistant, Central Christian Church

We are hiring an Administrative Assistant at Central Christian Church to minister to a welcoming church and to the community. This person will be a cheerful presence in the office, ready to help the staff and visitors who call or stop by. They will be able to juggle a variety of tasks while graciously handling the interruptions that happen each week. The Administrative Assistant will be organized and able to independently manage their regular responsibilities while keep close watch on the general schedule of the church family. It will be important to be organized and able to integrate into already-established systems as well as to create new systems and processes when needed.

Hours - 25 hours / week

Responsibilities

Office

- Help manage a small office (ordering supplies, sorting mail, greet visitors, answer phones, etc.)
- Oversee the main church calendar
- Participate in staff meetings

Financial

- Receive, sort, categorize, and archive checks, bills, receipts
- Oversee office budget

Technical

- Regularly update digital marquee (street sign)
- Oversee office machinery - simple maintenance, order supplies and repairs as needed

Communication

- Serve as the “information hub” concerning the staff’s schedule
- Generate weekly bulletin, church brochures, and other printed communication
- Generate and distribute in-house publications as needed – handouts, posters, notice cards
- Oversee online communications – social media, website, email
- Keep church database current (Planning Center)
- Assist ministerial staff with occasional design and mailing of publicity, announcements, and other correspondence

Building

- Oversee building use – issue building use forms, notify maintenance of needs, enter reservations onto calendar, cross-check availability for use when requested
- Oversee building keys and security codes, keeping security company (PerMar) up to date on changes

Other

- Oversee funeral details – meal planning and ordering, set up, clean up, lock up
- Communicate regularly with janitor (Don Anderson) regarding cleaning and supply needs
- Assist volunteers for needs with programming – ordering supplies, reservations, etc.
- Communicate updates about needs of members to staff and elders – hospital, illness, etc.
- Take pictures of children for ID cards
- Other responsibilities as assigned

The Administrative Assistant will answer directly to the Connections Minister (Brian Rotert). Time off, time requests from church members, and other special situations should first be approved through him. In general, the Administrative Assistant's use of hours will be directed through the office and its needs as identified there.

Proficiency with Microsoft Office, Planning Center, Canva, and Mailchimp will be a benefit. There is some flexibility regarding job requirements. Interested people are encouraged to apply even if not necessarily knowledgeable about certain aspects of the job.

Please send a resume and cover letter explaining your interest in the Administrative Assistant position to Brian Rotert at brotert@cccrockford.org.