

# **Campus Administrative Assistant Mill Creek Campus**

## **Chapelstreet Church**

### **General Description:**

The Administrative Assistant is a part-time position and will provide a wide range of administrative and connections support required for the various ministries of Chapelstreet Church Mill Creek Campus. The work schedule is expected to average approximately eighteen (18) hours per week.

### **Reports to:**

Campus Pastor (supported by the Manager of Administration)

### **Key Responsibilities:**

The Administrative Assistant will provide a diverse range of support to the Campus Pastor and Campus Staff (as assigned by the Campus Pastor). The support will include, but is not limited to the following:

- Providing administrative and communication support for the Campus Pastor
- Tracking and recording data for attendance and visitors
- Visitor follow-up and connections support for Campus visitors and regular attenders
- Provide oversight and support to our welcome and prayer teams and those volunteers
- Preparing budget reports and tracking expenses
- Ordering and maintaining supplies
- Assisting with and attending Campus and/or Chapelstreet Church events, as requested
- Supporting Mill Creek Campus staff and ministries, as needed
- Performing other tasks as requested by the Campus Pastor

### **Skills Required:**

- Excellent time management and multitasking skills
- Strong database skills including data entry, analysis, and report building
- Proficient in Word, Excel, PowerPoint, and knowledgeable in JotForm and Adobe Acrobat, a plus
- Detail oriented and highly organized
- Good written and verbal communication skills
- Able to maintain high level of confidentiality
- Strong initiative and ability to work with minimal oversight
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Highly relational and capable of working positively with multiple ministry leaders including volunteers
- Has a coachable spirit and ability to learn new tasks

**Attributes:**

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church Statement of Faith and ministry vision
- True desire to invite, grow, and support the Chapelstreet Church family
- Dedicated to becoming a member of Chapelstreet Church