



*An opportunity to experience grace, grow in faith, and make an impact – for where you are.*

**TITLE OF THE POSITION:** Administrative Assistant for Communications & Online Ministry  
**REPORTS TO:** Director of Communications  
**ROLE TYPE:** Part-time  
**HOURLY EXPECTATION:** Approximately 10 hours per week.

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### General Description

The Administrative Assistant for Communications & Online Ministry will provide administrative support to both departments. This is a part-time position expected to average 10 hours per week.

### Administrative Assistant Responsibilities

Utilizing the gifts of strong initiative and ability to work with minimal oversight, the responsibilities will include the following:

- Scheduling appointments, sending reminders, and following up on tasks assigned
- Creating department schedules for volunteers and employees
- Reviewing invoices, preparing accounts payable, and creating budget reports
- Ordering, monitoring, and processing purchases
- Learning software that assists each department to be efficient and effective
- Performing other tasks as requested

### Administrative Assistant Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision and values
- Diligent and self-motivated
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Dedicated to becoming an active and engaged member of Chapelstreet Church
- Excellent time management and multitasking skills
- Good sense of humor and ability to demonstrate grace
- Strong database skills including data entry, analysis, and report building
- Proficient or knowledge of CCB, Word, Excel, PowerPoint, JotForm and Adobe Acrobat, a plus

*As Chapelstreet Staff, we believe in the values of:*

**COMMUNICATION \* INNOVATION \* ONE TEAM \* WELLBEING \* MULTIPLICATION**