



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

TITLE OF THE POSITION: South St. Campus Administrative Assistant
REPORTS TO: Campus Pastor
ROLE TYPE: Part-time
HOURLY EXPECTATION: 10 hours per week

General Description

The South Street Campus Administrative position is focused on providing administrative support to the South Street Campus Pastor

South Street Campus Administrative Assistant Responsibilities

The South Street Campus 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 volunteers
- Assisting with and attending Campus and/or Chapelstreet Church events, as requested
- Supporting South Street Campus staff and ministries, as needed
- Working with Connections Coordinator to recruit and train volunteers, i.e., greeters, welcome desk
- Liaison with head usher and coordinator of welcome teams
- Serving as a campus liaison with Chapelstreet ministry departments
- Preparing and sending Campus communications
- Performing other tasks as requested by the Campus Pastor and Campus staff
- Receptionist at South St. (to cover on Fridays, for vacations, meetings etc.)
- Office resource room management (point of contact for ordering supplies, contacting Sharp for printer issues, etc.)
- Assistance with CCB (help create profiles, matching forms, etc.).

Abilities & Attributes

- Excellent time management and multitasking skills
- Strong database skills including data entry, analysis, and report building
- Proficient in Word, Excel, and knowledgeable in JotForm a plus
- Detail oriented
- Solid communication skills, both verbal and written
- Able to maintain a high-level of confidentiality
- Strong initiative and ability to work with minimal oversight
- Ability to enhance a 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
- Abiding personal relationship with Jesus Christ
- True desire to invite, grow, and support the Chapelstreet Church family
- Ability to adopt and adhere to Chapelstreet's statement of faith, vision, and mission, and willingness to become an active member of the church

As Chapelstreet Staff, we believe in the values of:

COMMUNICATION * INNOVATION * ONE TEAM * WELLBEING * MULTIPLICATION