



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

TITLE OF THE POSITION: Men's & Marriage Administrative Assistant
REPORTS TO: Brian Coffey and Juan Ortiz
ROLE TYPE: Part-time
HOURLY EXPECTATION: 15 hours per week

General Description

The Men's & Marriage Administrative Assistant will provide general administrative support to our Men's and Marriage Ministries

Marriage Responsibilities:

Provide coordination and communications for weddings, pre-marital mentoring, the bi-annual Chapelstreet Couples Event, and multiple marriage events throughout the year. The role includes, but not limited to the following:

- Respond to all requests for weddings
- Distribute all wedding applications
- Assign weddings to the appropriate pastor
- Recruit, train and coordinate pre-marriage mentors (volunteer couples who perform premarital mentoring)
- Become familiar with the PREPARE & ENRICH inventory
- Match mentor couples with engaged couples
- Schedule training/encouragement gathering annually with Campus Pastor
- Update calendar with approved weddings and pending weddings list
- Coordinate with Worship Ministries and Facilities Departments for music/tech and facility wedding needs
- Recruit and train volunteer wedding coordinators
- Facilitate communication between wedding coordinators and brides
- Maintain and keep Chapelstreet's Wedding Booklet up to date
- Coordinate all aspects of marriage events with responsible pastor, i.e. securing reservations, establish costs, manage budget, purchase materials, design and execution of event
- Coordinate calendaring and communications for all marriage events

Men's Ministries Responsibilities:

Provide a diverse range of administrative support to the Men's Ministry Coordinator. The support will include, but is not limited to the following:

- Providing administrative and communication support for the Men's Ministry
- Tracking and recording data for attendance and visitors
- Visitor follow-up and connections support for visitors and regular attenders
- Assisting with and attending Campus and/or Chapelstreet Church events, as requested
- Preparing and sending Men's Ministry communications
- Performing other tasks as requested by the Men's Ministry staff
- 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