



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

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

General Description

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

Marriage Responsibilities:

The Administrative Assistant will provide general administrative support to our Marriage Ministry, including coordination and communications for pre-marital mentoring, the bi-annual Chapelstreet Couples Event, and multiple marriage events throughout the year. The support includes, but is not limited to the following:

- Becoming familiar with the PREPARE & ENRICH inventory
- Matching mentor couples with engaged couples
- Scheduling training/encouragement gathering annually with Campus Pastor
- Coordinating all aspects of marriage events with responsible pastor, i.e., securing reservations, establishing costs, managing budget, purchasing materials, designing and executing the event
- Coordinating calendaring and communications for all marriage events

Men's Ministries Responsibilities:

The Administrative Assistant will provide a diverse range of support to the Chapelstreet Men's Ministry and 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
- Assisting with CCB (help create profiles, matching forms, etc.).

Care Administrative Assistant Responsibilities

The Administrative Assistant will provide a diverse range of support to the Chapelstreet Care Ministry. The support includes, but is not limited to the following:

- Performing administrative tasks such as calendar management, room scheduling, attendance tracking, mailing, and printing
- Ordering and maintaining Chapelstreet Care curriculum and supplies. Maintaining the resource closet.
- Supporting preparations for Chapelstreet Care training events and other large group meetings. Attending and helping execute these meetings as necessary
- Maintaining and updating Chapelstreet Care web pages and counselor referral binder
- Attaining a level of proficiency in CCB to maintain bereavement process queues
- Ordering flowers for deaths and for attendees in various situations
- Coordinating bereavement processes including mailings and grief booklets
- Performing other tasks as requested by Care teams.

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