



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

**TITLE OF THE POSITION:** Care Administrative Assistant  
**REPORTS TO:** Director of Care  
**ROLE TYPE:** Part-Time  
**HOURLY EXPECTATION:** An average of 10 hours per week

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### **General Description**

The Care Administrative Assistant is a part-time position and will provide a wide range of administrative support required for the Care ministries of Chapelstreet Church. It averages 10 hours per week and will fluctuate based on needs.

### **Care Administrative Assistant Responsibilities**

The Administrative Assistant will provide a diverse range of support to the Chapelstreet Care. The support will include, 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. Attending and helping execute these meetings as necessary.
- Maintaining and updating Chapelstreet Care web pages and counselor referral binder
- Performing other tasks as requested by Care teams.

### **Abilities & Attributes**

- Excellent time management and multitasking skills
- Excellent organizational and administrative abilities
- Strong database skills including data entry, analysis, and report building
- Proficient in Word, Excel, and PowerPoint, knowledge of JotForm, WordPress and Adobe Acrobat a plus
- Detail oriented
- Good communication skills -- both written and verbal
- Able to maintain high level of confidentiality
- Strong initiative and ability to work with minimal oversight

- Ability to enhance positive team environment built on compassion, creativity, innovation, communication, collaboration, and continuous improvement
- Highly relational. Capable of working positively with other ministry leaders, and volunteers
- Dedicated to becoming an active member of Chapelstreet Church

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

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

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