



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

TITLE OF THE POSITION: High School Administrative Assistant
REPORTS TO: High School Pastor
ROLE TYPE: Part-time
HOURLY EXPECTATION: 15 hours per week

General Description

The High School Administrative Assistant is a part-time role and will provide a wide range of administrative support for the Chapelstreet High School Ministry. The work schedule is expected to average approximately fifteen (15) hours per week.

Responsibilities

The Administrative Assistant will provide a diverse range of support to the High School Pastor. The support will include but is not limited to the following:

- Tracking screening needs of ministry servants and processing and recording the screening documents
- Coordinating event/group registration & tracking attendance
- Preparing budget reports and tracking expenses
- Engaging parents & families through communication efforts such as emails, managing website pages, mailings
- Consistent communication with staff operations departments, such as: facilities, tech, communications
- Ordering & preparing ministry supplies
- Assisting with and attending Chapelstreet Student events, as requested
- Supporting Chapelstreet Next Gen & All-Church events
- Performing other tasks as requested by High School Pastor

Abilities & Attributes

- Loving God and loving your neighbor. Matthew 12:30-31
- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's Statement of Faith and ministry vision
- Experience with student programming in a church setting
- Strong initiative and ability to work with hands-off oversight

- Solid communication skills, both verbal and written
- Self-starter with strong administrative and organizational skills
- Ability to enhance collaborative team environment built on creativity, innovation, encouragement, and communication.
- Committed to continuous improvement
- Excited to take on challenges
- Dedicated to becoming an active member of Chapelstreet Church
- Excellent time management and multitasking skills
- Strong database skills including data entry, analysis, and report building
- Proficient in Word, Excel, PowerPoint, and knowledgeable in JotForm and Adobe Acrobat, a plus
- Able to maintain high level of confidentiality
- Capable of working positively in open office setting & with multiple ministry leaders including volunteers

As Chapelstreet Staff, we believe in the values of:

COMMUNICATION * INNOVATION * ONE TEAM * WELLBEING * MULTIPLICATION