



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

**TITLE OF THE POSITION:** Administrative Assistant for Chapelstreet Kids  
**REPORTS TO:** Director of Chapelstreet Kids  
**ROLE TYPE:** Part-Time  
**HOURLY EXPECTATION:** 15 hours a week

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### **General Description**

The Administrative Assistant is a part-time position and will provide a wide range of administrative support for the various ministries of Chapelstreet Kids. Duties will primarily focus on providing support through planning and ordering supplies for the various programs and events offered by Chapelstreet Kids.

### **Key Responsibilities**

Responsibilities include but are not limited to:

- Performing administrative tasks such as mailing, budget assistance, maintaining petty cash, printing fliers and other materials
- Ordering and maintaining Chapelstreet Kids office supplies and resource room supplies
- Providing preparations and support for VBS weeks, Adventure Club, and various other Chapelstreet Kids events
- Maintaining communication requests related to Chapelstreet Kids web page and social media
- Ordering and preparing supplies for weekly ministries
- Attaining a level of proficiency in CCB to be able to assist as needed
- Performing other tasks as requested

### **Skills & Abilities**

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

- Strong administration skills including the ability to stay organized, be prepared each week, recognize and address details required to execute activities in multiple rooms
- Experience with children's programs and familiarity with the requirements for proper care and protection of children, particularly in a church setting
- Ability to enhance 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

### **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
- Mature in faith and regularly practice the spiritual disciplines
- Dedicated to becoming an active member of Chapelstreet Church

***As Chapelstreet Staff, we believe in the values of:  
Go to the Park \*One Team\* Trust the Net \* Build Your Bench \* Cover All the Bases***

EF 3/2024