

## **Administrative Assistant (Full-Time – 40 Hours/Week)**

*May be structured as Part-Time (30 Hours/Week) depending on staffing plan*

### **Position Summary**

The Administrative Assistant serves as the relational and operational hub of CBC's weekday ministry. This role provides warm hospitality, administrative excellence, and organizational coordination that supports staff, elders, ministry leaders, and the congregation.

Serving as both front-office presence and behind-the-scenes organizer, this position helps ensure that communication is clear, systems function smoothly, and ministry efforts are well supported.

This role is structured as **Full-Time (40 hours per week)**. Depending on current ministry priorities and staffing strategy, it may be configured as **Part-Time (30 hours per week)**.

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### **Primary Responsibilities**

#### **1. Hospitality & Front Office Presence**

- Welcome and assist callers and visitors with warmth and discretion
  - Serve as first point of contact for general church inquiries
  - Monitor building security systems and maintain office awareness
  - Maintain confidentiality in all interactions
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#### **2. Administrative & Communication Support**

- Manage incoming general church email and assign follow-up as appropriate
  - Maintain staff and office coordination tools
  - Oversee room reservations and building use calendar
  - Support staff with document preparation, printing, mailings, and ministry materials
  - Record staff meeting minutes and assist with committee documentation
  - Maintain organized digital and physical filing systems
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#### **3. Database & Records Management**

- Maintain and update Breeze (church database)
  - Track attendance
  - Maintain building use, borrowed property, and visitation calendars
  - Support guest follow-up systems and data accuracy
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#### **4. Weekly & Ongoing Ministry Support**

- Proof and prepare weekly bulletin
- Assist with "The Vine" newsletter (editing, printing, distribution)
- Print sermon study guides and ministry mailers, as needed.

## **Administrative Assistant (Full-Time – 40 Hours/Week)**

- Print calendars and weekly ministry materials
  - Support worship ministry by preparing music and related materials
  - Assist Missions Committee with communications and prayer rotation
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### **5. Facility & Event Coordination**

- Process building use applications and coordinate event logistics
  - Assist Facilities Director regarding custodial staff and other event needs
  - Assist with annual meeting preparation and church-wide mailings
  - Maintain office equipment and coordinate vendor service when needed
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### **Qualifications**

- Demonstrates a growing relationship with Jesus Christ and alignment with CBC's mission
  - Strong organizational and administrative abilities
  - Excellent written and verbal communication skills
  - High attention to detail and follow-through
  - Proficient in Microsoft Office, Google Suite, and church database systems (Breeze preferred)
  - Able to manage multiple priorities with discretion and professionalism
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### **Reporting & Collaboration**

Reports to: Director of Administration

Works closely with: Lead Pastor, staff team, elders, deacons, ministry leaders, and volunteers

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### **Hours & Growth Path**

#### **If started Part-Time: 30 hours per week (weekday office presence required)**

As CBC continues to strengthen systems and expand ministry engagement, this role may transition to **Full-Time (40 hours/week)** with potential expanded responsibilities in communications coordination, volunteer systems, event oversight, or executive-level support.

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### **Ministry Posture**

The Administrative Assistant is a ministry partner — helping create clarity, warmth, and order so that the mission of CBC can flourish.