



Administrative Assistant

Job Description & Duties

Administration

Responsible for the intake, receiving, and organizing of incoming information and communication.

Tasks include:

- Editing and uploading weekly sermon videos, fill-in notes, discussion questions.
- Designing weekly announcements/fill-in note handouts.
- Collection and recording of attendance totals after each weekend.
- Collection and handling of connect cards physical and online. (Forwarding them to Volunteer Coordination, Small Groups, Baptism etc)
- Answering calls made to Crosspoint Church during the hours of operation.
- Collection and filing of membership covenants.
- Management of Planning Center, including adding, removing, archiving individuals from lists and databases when needed.

Social Media

Responsible for the management and advancement of Crosspoint Social Media.

Tasks include:

- Creating announcement posts for upcoming events, series, etc.
- Creating clips of recent sermons to be posted periodically.
- Responding to messages & inquiries made on social media in a timely manner.
- Creating graphics to be used in the App or Website (Pictures, thumbnails, etc).
- Curating content that is experiential for social media.
- Management of Website and Mobile App, including flow & organization of content, announcements, along with in-app calendar.
- Curating and organizing the YouTube channel.

Communications

Responsible for communicating to Crosspoint members and attendees on behalf of Crosspoint Staff & Leadership.

Tasks Include:

- Attending bi-weekly staff meetings to collect & receive communications on what needs to be communicated to Crosspoint's congregation and social media following.
- Drafting and sending mass communications to email lists.
- Drafting, scheduling, and sending of Push notifications.

Scheduling

Responsible for assisting in the Lead Pastor's scheduling.

Tasks include:

- Assisting the Lead Pastor in management of his schedule and correspondence.

Pre-requisites

- Must be a dedicated Christian who testifies to God's work of salvation in their life.
- Must be willing to become a member of Crosspoint Church.
- Must be willing to be involved in the congregational life of Crosspoint Church as they are disciplined by and actively discipling others.
- Must be in agreement with the [Articles of Religion of the Wesleyan Church](#).

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Hours: 20 hours (PT)

Tools Supplied

- Cell Phone or Cell Phone Stipend
- Laptop capable of graphic design and video editing.

Benefits

- Vacation time: Based on guidelines laid out in the Employee Handbook.

To apply, please send resumes with references to Ashton Perritt at ashtonp@crosspointonline.com.