



Dear Applicant,

Thank you for expressing interest in the Administrative Assistant position at First Celina. We are seeking to hire a highly self-motivated individual to join our team. This person will diligently work alongside the other staff members as we seek to make an impact for Christ in Celina and beyond through the influence of our lives. Because we are in a growing community, the ideal candidate would be eager and willing to anticipate, adapt and adjust as our needs change in order to keep ahead of the expected growth of our church.

This position is a part time, salaried position. A typical work week would consist of at least 30 hours with the following schedule:

Monday, Tuesday, Thursday – 9:00-3:30 pm

Wednesday – 9:00-5:00 pm (additional hours may be required)

Friday – 9:00-12:00 noon (additional hours may be required)

Our work environment could be characterized by support and encouragement. It is also one where staff is challenged to continue growing and developing to be the leaders we are called to be.

If you feel God is leading you in this direction, we welcome the opportunity to pursue this further with you. Please submit your resume to info@firstcelina.org.

Sincerely,

Kevin Lykins
Senior Pastor
First Celina

Administrative Assistant Job Description

First Celina

Permanent Part Time
Reports to Senior Pastor

Function

The Administrative Assistant is responsible for supporting the work of the Ministerial Staff and the Church as a whole by performing clerical and administrative duties as assigned.

Qualifications

- Devoted follower of Jesus Christ
- Excellent work ethic
- Great attention to detail
- Strong people and communication skills
- Adept at project and time management
- Proficient in Microsoft Office
- Willingness to be trained to become proficient in a variety of programs used at the Church including, but not limited to, Planning Center and Adobe Suite
- Heart for ministry
- Bachelor's degree and experience working in an office preferred

Responsibilities

Administration

- Maintaining membership records
- Maintaining Sunday School records and attendance
- Maintaining and tracking all events on church calendar
- Coordinating events to comply with calendar and protocols
- Organizing First Connect Ministry

Facility Management

- Accepting and disseminating deliveries
- Setting lock schedules for all scheduled events
- Preparing HVAC schedule
- Maintaining building use schedule for custodial staff

Communication

- Receiving and assisting visitors to the church office
- Creating, printing, and emailing weekly newsletter and inserts
- Preparing letters to visitors
- Preparing and sorting bulk mail projects
- Preparing and stocking printed communications throughout the facility
- Receiving and forwarding or responding to questions or messages sent through web site or church app

General

- Assisting Ministerial Staff as needed
- Other duties as assigned