



CHRIST CENTRAL CHURCH

Administrative Assistant

About Christ Central Church

Christ Central Church began with 30 people in 2014. Since then, we have grown to a congregation of more than 600 people. Our church tends toward a younger demographic with lots of young families and young professionals. We are passionate about being in the heart of Durham, working for the good of our city and making known the name of Jesus Christ. The staff team at Christ Central is a hardworking, energetic group of people who feel strongly about the mission and vision of our church and caring well for our people through various ministry avenues.

Position Summary

The Administrative Assistant will carry out the systems and technical functions of the church that allow it to run efficiently and in an organized manner. This staff member will support the church at large and each staff member to create a productive and organized environment.

Responsibilities

- Maintain systems such as church database, mailing list, website, and app
- Submit reimbursements to accountant
- Manage church calendar, coordinating with the Ministries & Operations Director to make sure all events are published and scheduled
- Order catering for church and office events (Discovery, Starting Point, Session meetings, etc.)
- Printing for the church at large – bulletins, children’s ministry materials, Connect Table materials, etc.
- General pastoral assistance
- Act as office manager, including restocking refrigerator, unloading and reloading dishwasher, washing dishes, taking out recycling, and general neatening
- Make purchases for the office including office supplies, snacks, coffee, etc.
- Answer the office phone and check voicemails regularly
- Coordinate office reservations, set up and tear down for office events

Qualifications

- A sinner saved by grace.
- Exemplary character as exhibited in 1 Timothy 3 and Titus 1.

- Passionate about the vision and mission of Christ Central Church.
- Membership at Christ Central Church (a requirement, though not a pre-requisite).
- Accepting of and excited about our staff values – camaraderie, collaboration, and prayerfulness.
- 1-3 years of administrative experience
- Extremely organized and systems-driven
- Willing to learn new tasks and systems
- Knowledge of church management software (Church Community Builder is ideal, but not required)
- Proficient in Microsoft Office, Google Suite, and willing to learn new online platforms

Position Details

- Part-time (20 hours per week in office)
- Please note: this position does involve some physical labor. Candidate should be comfortable lifting 40 lbs.
- Salary commensurate with experience

If you're interested in joining the staff at Christ Central Church as the Administrative Assistant, please email your resume and a cover letter to Meredith at meredith@christcentraldurham.com.