

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Executive Assistant to Campus Development	Campus Development	Executive Pastor of Campus Development
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	03/30/2022 - cdb

POSITION SUMMARY

To further the mission of the Church by effectively supporting the Executive Pastor of Campus Development by providing administrative, logistical, communication, organizational, and systems support that will intentionally help Campus ministries and staff to succeed in their roles.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset
- Support regional projects and regional launches by administering budgets and coordinating associated meetings and necessary communications
- Support and logistics for Campus Pastor retreats and all-day meetings
- Provide communication and administrative support for weekly reports from regional campuses
- Input, process, organize, and maintain the data and systems that support ministry at all campuses
- Develop new systems and improve on existing systems in use to optimize effectiveness in role
- Support campuses when administrative opening occur as directed

Expectations & Conditions of Employment

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
- Models the Biblical standard of personal conduct and lifestyle and recognizes that our work is important and deserves our very best.
- Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
- Supports and adheres to the CCC Employee Handbook and Staff Core Values and is an active, participating member of CCC

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Minimum of five (5) years or more in ministry or related environments specifically related to an area of administrative oversight
- Minimum of a bachelor's degree from an accredited college or university preferred; consideration will be given to candidates having experience and demonstrated proficiency in field
- Abilities:
 - Christ-like attitude in words and actions with the ability to work with a wide variety of people and personalities; sensitivity to the needs of others – modeling we over me; consistently choosing the good of the team over personal gain or preference
 - Emotional intelligence demonstrated by spiritual and emotional maturity -
 - Character to independently follow a project to completion; remain committed to self-development, improvement, seeking out constructive criticism, and understanding one's own strengths and weaknesses
 - Drive for results; steadfastly pushes self and others for results; action-oriented and displays focus – having you as part of our team is a GAME CHANGER because you are able, and willing, to do whatever it takes to advance the Kingdom
 - Equipper of others – raising others up where appropriate to do the task is the ultimate goal, not just doing the task
 - Passion to do whatever it takes to get your one to Jesus
 - Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office and Google applications

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____