

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Executive Assistant to Operations & Finance	CENTRAL - Operations	Executive Director of Operations
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	06/09/2021 - cdb

POSITION SUMMARY

To further the mission of the Church by serving in the organization and office administration of the Executive Office, seeking to fulfill the mission to lead people to a life changing connection with Jesus Christ.

SKILL SET

Detailed: Extreme attention to detail with a high degree of accuracy, and ability to maintain confidentiality

Thinker: Forward thinker and can see cause and effect ahead of time

Initiative: Loves working with spreadsheets and with people; self-starter, who is a quick learner and can juggle multiple things at once; servant hearted; enjoys digging into the details, planning, training, and setting things up in various software packages

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

General staff responsibilities:

- Attend events and activities and assist with event logistics and booking as well as assist with setup and tear down.
- Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, scheduling, budgets, etc.).
- Maintaining and updating ministry calendars.
- Preparing ministry program materials when needed.
- Maintain on Google Drive all ministry tasks and functions specific to position.
- Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

Specific ministry duties and responsibilities:

- Weekly giving report email and leadership data dashboard
- Overseeing the attendance tracking and reporting system, including staff access and pulling those numbers into excel.
- Producing monthly reports and quarterly graphs for leadership
- Collect data for annual business meeting presentations
- Assist with annual budget process; prepare import templates, spreadsheets, attend ministry meetings.
- Assisting finance and office upkeep as necessary
- Monitors budgets for spending, overages and potential problems
- Review of ministry expenditures
- Assist in planning of events, seminars, and meetings
- Credit card expense report(s)

- Staff assistant with budgets, spreadsheets, reports, and financial software/processes
- Track and work with ministries on event spending and planning
- Create various spreadsheets to analyze data, as needs arise

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Minimum of a bachelor’s degree from an accredited college or university preferred. Consideration will be given to candidates having equivalent experience and demonstrated proficiency.
- Prior experience in field preferred (at least five years).
- Excellent skills in: Oral/written communication, interpersonal relationships, organization, ability to multi-task, work in a team environment and independently, ability to read and interpret documents; ability to write routine reports and correspondence, must be able to problem solve, maintain and protect confidentiality

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up for activities and events
- Operation of church vehicles

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.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____
 Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____
 Title: _____ Date: _____