



## Office Administrative Assistant

This administrative assistant position is responsible for providing professional administrative support to the Church staff and serving as the first point of touch for visitors, members of the congregation, and ministry leaders who call or visit the Church office.

<b>Ministry Area/Department</b>	Administrative
<b>Position</b>	Administrative Assistant
<b>Accountable To</b>	Office Manager
<b>Ministry Target</b>	Church wide
<b>Position Is</b>	Paid part-time staff
<b>Minimum Maturity Level</b>	Growing, maturing Christian seeking to live all of life for Christ in a manner consistent with CEFC's values of growing in Christ, building others up, and being sent out to serve
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Experience in secretarial and administrative tasks • Computer literate (Word, Excel, PowerPoint, Outlook, and Publisher) • Strong organizational skills • Detail oriented • Pleasant phone manner • Can be trusted with confidential information • Strong commitment to excellence
<b>Best Personality Traits</b>	Professional • Dependable • Friendly • Discreet • Neat
<b>Passion For</b>	Serving others and achieving excellence in all that you do

### ANTICIPATED TIME COMMITMENTS

Tuesday - Friday / 28-32 hours a week

## **RESPONSIBILITIES/DUTIES**

1. Provide professional administrative support to the Church Staff
  - a. Answer door and phones; manage e-mail and voice mail; welcome visitors in the Office
  - b. Manage facility use and key control
  - c. Assist with production of the weekly bulletin
  - d. Review CEFC website and app for accuracy
  - e. Assist the database manager with initial data entry and data review
  - f. Check Office Forms and make copies as needed
  - g. Add and manage items on the CEFC Calendar (PC Resources)
  - h. Participate in Weekly Staff Meetings
2. Serve as a first point of touch for visitors, the congregation and ministry leaders
  - a. Greet and assist people in filling out Mercy Ministry request(s)
  - b. Provide assistance to the Life Groups Pastor and other pastors to include making phone calls, collecting and managing information and serving as a first point of contact for questions and requests for information
3. Additional tasks and duties as assigned

## **HOW TO APPLY**

Submit a cover letter/resume to [resume@cefc.church](mailto:resume@cefc.church)