

## Administrative Assistant Part-Time (20-25 hrs/week)



### Role Overview

This Administrative Assistant will offer support to the Lead Pastor at Christ The Rock by assisting with planning and strategizing, organizing, communication and research.

### Qualifications

- Knows, follows and has a relationship with Jesus
- Trustworthy, wise and discerning character
- Experienced in confidential settings
- Experienced in providing administrative support at an executive level
- Proficiency or aptitude in using Office 365 including; Outlook, Word, Excel, SharePoint, and Power Point. Ability to learn and utilize the database (CCB) effectively
- Strong proven communication skills (verbal and written)
- Problem solving skills
- Experienced with project management and proven ability to meet deadlines
- Organized and detail oriented with the ability to multi-task
- Support and be living out the Mission and Vision of CTR
- In agreement with CTR's Statement of Faith and in alignment with CTR values

### Responsibilities

- **Plan/Strategic Detail**
  - Break down thoughts/desires for vision implementation and goals into actionable work
  - Assist in crafting agendas for the Senior Leadership Team (SLT) - including tracking future agenda discussion/decision items
  - Determine and assist in delegating "pre-work" to be done by others ahead of meeting times to maximize meeting times and discussions (specifically for SLT)
- **Organizational Support**
  - Calendaring (manage Lead Pastor's calendar, accept/decline appointments, block off work time, etc.)
  - Assist with email/phone call responses
  - Assist with social media (personal and CTR)
  - Document filing (sorting, organizing)
  - Meeting prep and follow up
  - Provide the Lead Pastor with whatever is needed to lead meetings effectively
  - Anticipate the needs of the Lead Pastor (assist with being pro-active vs reactive)
- **Communication**
  - Assist with editing/proofreading emails and other written forms of communication for the Lead Pastor
  - Assist with written communication including emails, social media and church communications for the Lead Pastor
  - Assist with details needed for vision and mission implementation
- **Research**
  - Assist the Lead Pastor with information needed to make informed decisions. Look for new/different ways of doing things, etc.
  - Assist with sermon research as needed

**Availability:** 20-25 hours per week. Required Meetings - Monthly Staff Meetings and personal Coach Meetings.

To apply:

Visit our website and complete the on-line application [www.christtherock.org](http://www.christtherock.org)

Resumes are also required and can be emailed to Jennifer Schmalz at [jschmalz@christtherock.org](mailto:jschmalz@christtherock.org)

Questions can be directed to the HR Coordinator, Jennifer Schmalz @ [jschmalz@christtherock.org](mailto:jschmalz@christtherock.org)