

## **Restore Administrative Assistant Part-time (20-hour position)**

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### **Key Competencies/Qualities**

- High administrative skills. Well organized and able to multi-task and complete duties in a timely manner
- Team orientated, good people skills
- Experience in Word, Excel, Outlook, SharePoint, other database capabilities preferred
- A spiritual Young Adult or Parent on the CTR Discipleship Circle

### **Roles:**

- Administrative Support for Pastor Deb Van Thiel & the Lay Counseling Program
- Funerals – Coordinate/Administrative Support
- Restore Care Team – Administrative Support

### **Specific Responsibilities:**

- Lay Counseling Ministry – Process intake calls, send intake forms, assist in resource area organization/upkeep, provide administrative support for training sessions & meetings involving the lay counseling program
- Classes/Support groups – Arrange promotion, online registration, communicate with registrants, reserve rooms, assist ministry leaders with documentation, order supplies as needed for Celebrate Recovery, Divorce Care, Fresh Hope, Grief Share, LCP
- Funerals – Coordinate details with family, pastor, funeral home, CTR staff, etc.; recruit & schedule volunteers, provide administrative support (programs, etc.) and on-site assistance
- Restore Care Team – Provide administrative support
- Update and maintain Restore metrics
- Update some Restore-related areas of the website

### **Required Meetings:**

- Restore Team Meetings
- Lay Counseling Staffings
- Staff Meetings
- Personal Coaching Meeting