**Discipleship Administrative Assistant**

**Part-Time (20 hrs./week)**

**Role Overview**

The Discipleship Administrative Assistant position exists to advance Christ the Rock (CTR) discipleship efforts by providing administrative and systems oversight support to the Discipleship Team. This person’s role is to carry out the detail-oriented logistical work of the team and maintain user-friendly tools and processes for team and volunteer involvement. This person needs to embody the CTR mission and heart for making disciples and be willing to lead or belong to a discipleship community during their employment. Direct report to the Discipleship Director.

**Qualifications**

* Is a spiritual parent or young adult.
* Capable of managing multiple platforms of information sharing (Excel, SharePoint, MS Teams, Zoom, and CCB Database) and multiple streams of details to be captured accurately and on an ongoing basis
* Skilled in the Microsoft Office suite of software
* Heart and passion for seeing others follow Jesus, be transformed by Jesus, and commit to the mission of Jesus
* Must be a CTR Partner in good standing (or willing to become a Partner upon employment) and regular attendee at CTR who exhibits the character of Christ in all spheres of their life
* Excellent verbal and written communication skills
* Able to respond promptly and effectively to volunteers
* Efficient at tasks, time management, and development of user-friendly tools and resources
* Completed the CTR Discipleship Leader Training Program or willing to enroll upon employment
* Personal history of relational, one-on-one and/or group discipleship

**Responsibilities**

* Assists the Discipleship Director in the following:
	+ Maintains discipleship database to produce accurate weekly dashboards and tracking data.
	+ Assists in the building and maintenance of systems and processes.
	+ Organizes, purchases, edits, prints, posts, and distributes discipleship materials.
	+ Reserves rooms, provides needed tech equipment and supplies and communicates with participants for discipleship activities.
	+ Assists in the preparation of PowerPoint slides and the visualization of data.
	+ Uploads documents to the discipleship SharePoint site. Keeps the site current with the most accurate versions of documents and removes dated material.
	+ Assists new volunteers in the onboarding process in conjunction with the CTR Volunteer Coordinator.
	+ Facilitates connection between group participants and leaders by consistently placing new members in groups.
	+ Maintains the discipleship portions of the CTR website.
	+ Coordinates with Communications Director to ensure the church stays informed and inspired about spiritual growth and discipleship opportunities.
	+ Collaborates with the discipleship team by providing insights and ideas in team meetings.
	+ Edits, proofreads, and/or ghost-writes communication to group leaders.
	+ Supports, resources, and coaches group leaders as needed.
	+ Coordinating volunteers for childcare and refreshments for quarterly huddles.
	+ Coordinating and heading up Baptism
	+ Organizing new partners in CCB and helping with partnership details.
* General responsibilities of all CTR staff team members and other duties as assigned.

**Availability**

20 hours per week. Flexible scheduling based on the needs of the church. Occasional weeknights to observe CTR discipleship gatherings or in-home discipleship groups. Office hours are to be determined in conjunction with the Discipleship Director. Available to travel to one, two, or three-day conferences or training event per year.

**Required Meetings**:

Staff Meetings & Training, Discipleship Lead Team Meetings, Coaching, and Partnership meetings.

**Application Instructions:**

**Visit our website to complete the online application** [**www.christtherock.org**](http://www.christtherock.org)

**or contact Melissa Zwach @ mzwach@christtherock.org**