



Job Title: Administrative Assistant

Description: The Admin Assistant is responsible for assisting the staff with the execution of operational functions and reports directly to the office manager. Key responsibilities include maintenance of the church management software, being a part-time receptionist during office hours, aiding in the oversight of the RV storage site, and performing other administrative tasks as needed. All these duties are with the ultimate purpose of upholding the vision of “Loving God, Loving People, and Building Bridges.”

Responsibilities & Duties:

- Church Management Software
 - Learn and keep updated on the Church Community Builder (CCB) software including quarterly updates and implementing new features.
 - Oversee CCB calendar and help create, edit, and review calendar events.
 - Facilitate attendance tracking for church-wide and ministry-specific events.
 - Manage and update groups.
 - Monitor and set-up check-in systems.
 - Create and manage forms.
 - Distribute church-wide publications.
 - Design, implement, and carry out processes and queues to assist and automate work flow for areas like announcement promotion requests, baptisms, child dedications, and facility use requests.
 - Coordinate with the office manager on the collection, accuracy, storage, maintenance, access, and privacy of information accumulated through CCB.
 - Provide technical and training support for all users.
- Receptionist
 - From 1:00pm – 4:00pm Monday through Wednesday, and 9am – 4:00pm on Thursdays during business hours* (excluding breaks), the admin assistant will be expected to answer the phone, check voice messages, monitor the main building entrance, and greet visitors in-between their other tasks. This schedule is subject to change based on the needs and availability of the other administrative staff. *Note: There is some flexibility with the Monday – Wednesday receptionist schedule. Please consider applying even if these exact hours do not work for you.
- R/V Site
 - Handle customer relations and information requests.
 - Manage R/V layout, reservations, and wait list.
 - Draft and update contracts.
 - Monitor invoice payment, follow-up, and questions.
- Other administrative duties may include:
 - Ordering office supplies, assisting with facility use requests and walk-throughs, publishing church communications, and other various tasks as needed.
 - The assistant is also expected to be a backup administrator on key operational functions like the door lock system, weekly contribution count, invoice and receipt processing, report generation, etc.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to reflect the principle job elements essential for making compensation and employment decisions.

**Experience & Qualifications:**

1. A growing relationship with Jesus Christ and agreement with the Creekside Statement of Faith and all Affirmations of Belief.
2. Two years of administrative or similar office experience is preferred.
3. Education: Completion of an associate degree or higher is highly desirable.
4. The person who fills this position needs to be a fast and adaptable learner, technologically savvy, handle situations with poise and grace, and work well with people of all ages.

Skills Needed:

- Able to work independently yet function within a team environment
- Strong attention to detail and ability to multi-task while still focusing on overarching goals
- Great communication and writing skills
- Adept at learning new computer software and programs
- Competent with the Microsoft Office Suite (especially Outlook, Word, and Excel)
- Excellent organizational and time management skills
- Proficient in researching, problem solving, and finding requested information

Expectations & Compensation:

1. Handle confidential and sensitive information with care, sensitivity, and privacy.
2. Remain flexible in a constantly unfolding ministry environment.
3. This position is anticipated to start at 20 hours/week (15 hours on site Sun – Thurs, and 5 hours offsite that can be flexed throughout the week at the discretion of the position supervisor).
4. Compensation for this position is expected to start between \$13-\$15/hour.

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