



Position Description

Administrative Assistant

I. Purpose

The Administrative Assistant for CLC will provide administrative support to ensure efficient operation of our CLC site. Will be in a pool of administrative assistants who will support CLC disciples and employees through a variety of tasks related to the daily workflow of the site.

II. Organizational Relationship

This position will be reported directly to the Office Manager.

III. Responsibilities

- a. Responsibilities will be to provide administrative support to other staff including assistance to pastors at all sites, Faith Formation, Discipleship, and Care Ministries.
- b. Assist with Governing Board meeting preparation.
- c. Prepare letters and other communications for Pastor's signature.
- d. Process weekly attendance and prayer requests.
- e. Copy and compile documents for various ministries.
- f. Update weekly schedules for entry door posting.
- g. Monitor and maintain inventory for the following: worship space, office area, and kitchen/pantry.
- h. Coordinate room requests and calendar information.
- i. Assist the Office Manager with funeral and wedding coordination.
- j. Schedule baptisms with the families and prepares baptismal boxes.
- k. Other duties as assigned.

IV. Qualifications / Skills

- a. Servant heart.
- b. Should be able to work with minimal supervision along with having the initiative to complete tasks without a set schedule.
- c. Strong interpersonal skills to work with other employees and disciples of CLC.
- d. Ability to be flexible, resilient and patient.

V. Hours

- a. Church office hours are currently 8:00 a.m. to 4:00 p.m. This position will be working as a full-time employee for 40 hours per week.