



Position Description

Faith Formation Administrative Assistant

I. Purpose

To serve God and Cornerstone Lutheran Church by serving as the primary administrative support person for the Faith Formation Team.

II. Organizational Relationship

This position will report directly to the Office Manager in coordination with the Director of Faith Formation.

III. Responsibilities

1. Coordinate logistics for Faith Formation, including but not limited to: maintaining the calendar, room reservations, event planning/coordination, etc.
2. Coordinate material preparation for ministry activities, including Bible Studies, Small Groups, Confirmation, etc.
3. Maintain the Faith Formation background check database.
4. Create systems to manage volunteers and volunteer opportunities, including Vacation Bible School, Confirmation, Bible Studies, etc.
5. Create and manage event registrations.
6. Direct requests and inquiries to the proper ministry staff from CLC disciples, visitors, and the greater community.
7. Serve as the administrative assistant to the Director of Faith Formation
8. Other duties as needed within Faith Formation and Cornerstone Lutheran Church.

IV. Qualifications / Skills

1. Strong faith in Christ as Lord and Savior and have a strong comfort level with sharing that belief.
2. Microsoft Office working knowledge including PowerPoint, Word, Excel, Outlook, and Publisher.
3. Strong time management skills.
4. Comfortable working on several projects at one time.
5. Excellent communications skills, both verbal and written.
6. Flexible. Able to change from one task to another without warning.
7. Discreet. Prudent when it comes to sensitive information and materials.
8. Proactive. Plans for, rather than reacts to, situations.
9. A self-starter. Must have the necessary drive to do the job and complete your tasks in a timely fashion without letting items fall through the cracks when times get busy.
10. Friendly, helpful, team oriented. Not consumed by drama.
11. Willing to help Faith Formation be successful in the multisite ministry.

V. Hours

- a. Part-time position working up to 20 hours per week using a set weekly schedule.