



# Position Description

## Administrative Assistant – Eagle Creek

### I. Purpose

The Administrative Assistant for CLC Eagle Creek will provide administrative support to ensure efficient operation of our CLC Eagle Creek 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 report directly to the Chief Operating Officer and the Eagle Creek Site Pastor.

### III. Responsibilities

- a. General Admin Responsibilities
  - i. Work with site pastor to prioritize work according to overall ministry needs.
  - ii. Greet and assist members and visitors, in-person or via the phone.
  - iii. Coordinate, engage, and supervise office volunteers.
  - iv. Be the site contact for financial assistance as needed.
  - v. Coordinate schedules for special services such as baptisms, weddings and funerals.
  - vi. Mail newsletters and Portal of Prayers to shut-ins.
  - vii. Enter weekly prayer requests into Planning Center.
  - viii. Coordinate monthly donation collections.
- b. Sunday Worship
  - i. Order of Worship - Print and fold after receiving the bulletin from Communications.
  - ii. Tier One Announcements – edit based on site pastor’s needs and print weekly.
  - iii. Alter Prayers – Edit based on site pastor’s needs and print weekly.
  - iv. Children’s Bulletins – Print and fold weekly.
  - v. Nursery – Primary contact for outsides workers, maintain log book and records.
  - vi. Check-in Attendance system – primary site contact for troubleshooting.
  - vii. Enter attendance numbers in PCO Headcounts.
- c. Facilities
  - i. Schedule facility use from outside groups and to ensure proper billing.
  - ii. Schedule door schedule using OpenPath.
  - iii. Coordinate building maintenance with CLC Facilities Manager.
  - iv. Maintain building keys which have been distributed.
  - v. Maintain contact list of church vendors and frequent contacts.
  - vi. Maintain inventory and office supplies including kitchen supplies
  - vii. Maintain equipment check out list.
- d. Communications
  - i. Eagle Creek special events
    1. Establish and maintain events into Monday software.
    2. Enter special events in Planning Center calendar.
    3. Take on Event Lead when requested by site pastor.

4. Working with the Communications staff to promote Eagle Creek events for the weekly and monthly newsletters.
- e. Preschool
  - i. Coordinate fire drill with Preschool director and security company.
  - ii. Serve as a backup in the classroom as requested.
  - iii. Monitor internal radio and respond where needed.
  - iv. Prepare and mail birthday cards.
  - v. Monitor and greet parents arriving at the building.

#### **IV. Qualifications / Skills**

- a. Servant heart.
- b. Execute all responsibilities with a high level of confidentiality, courtesy, integrity, and grace.
- c. Should be able to work with minimal supervision along with having the initiative to complete tasks without a set schedule.
- d. Strong interpersonal skills to work with other employees and disciples of CLC.
- e. Ability to be flexible, resilient and patient.
- f. Have a strong working knowledge of Microsoft 365 products.

#### **V. Hours**

- a. Church office hours are currently 9:00 a.m. to 3:00 p.m. This position will be working as a part-time employee with approximately 20 hours per week.