

Administrative Assistant (Full Time)



ADMINISTRATIVE ASSISTANT ROLE DESCRIPTION

An Administrative Assistant uses his/her administrative, logistic and operational skills to support the ministry director and ensure he/she functions as effectively and efficiently as possible; completes administrative projects, tasks and research as directed; and manages all communication responsibilities.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Pursue spiritual growth through community and a consistent, fruitful devotional life
- Reflect Christ's heart for reaching spiritually lost people

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active members
- Be a regular attender of and Section Community participant at Cherry Hills Community church
- Accept and uphold CHCC's Essentials of Our Faith

Complete All Administrative Tasks and Projects with Excellence and Efficiency

- Prepare documents, reports, etc. in support of projects and meetings

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

Warmly Welcome and Serve Staff and Guests

Perform Other Duties and Tasks (As Assigned)

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Ministry Director
- Attend department and All-Staff meetings

POSITION TYPE: Full Time

SUPERVISOR: Ministry Director (Varies)