



## 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
- Embody other-centered, servant-leadership in all interactions
- 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
- Provide high-quality deliverables by formatting, editing and representing data correctly
- Submit expense reimbursement requests with receipts

### Schedule and Coordinate Meetings

- Send communication and make arrangements for meetings (food, supplies, etc.)
- Reserve space and coordinate logistics in EMS event scheduling system
- Assist with calendaring as requested

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

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, sensitivity and discretion

### 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, Exempt

**HOURS PER WEEK:** 40+

**SUPERVISOR:** Ministry Director (Varies)