

ADMINISTRATIVE ASSISTANT, FREEPORT CAMPUS

Position Title:	Administrative Assistant Part-Time; (18 Hrs Weekly; Sunday-Thursday) Non-Exempt Position
Date:	April 2022
Supervisor:	Campus Pastor, Crosspoint Freeport
Purpose:	To serve as an ambassador of our church to members and to the public. To actively support the Campus Pastor in the administration of all business functions of the church in order to impact our community for God's Kingdom. To organize and coordinate all administrative aspects of the business functions of the church maintaining a high level of confidentiality.

PRIMARY DUTIES:

1. Answer telephone in a positive manner providing information about the church to callers, screen and direct calls, transferring calls as necessary
2. Welcome individuals entering the church, answering questions or directing them to the appropriate staff member
3. Prepare weekly E-letter.
4. Prepare weekly App announcements and graphics.
5. Organize resource schedule, updating Eventu web calendar with all new/updated scheduling of campus rooms and resources
6. Update Microsoft Outlook calendar (FP events calendar) with events as necessary.
7. Prepare or oversee report of absentee members/prospects is prepared weekly. Oversee or contact absentee members/prospects
8. Prepare publications for events and scheduling of resources to include app, web pages, fliers, social media etc.
9. Assist Campus Pastor as directed.
10. Prepare letters, emails and documents as needed, including weekly welcome/first check letters and response card emails.
11. Prepare and maintain various reports (i.e. preaching schedule, resource schedule)
12. Oversee the development and support of the office budget, ordering supplies and postal stamps.
13. Submit receipts with appropriate account billing information to Administrative Assistant to Finance; request reimbursements and invoice payment through financial portal.
14. Make deposits for monies received, and receive funds for special events as needed.
15. Support Ministerial staff as time permits
16. Delegate appropriate responsibilities & train volunteers.
17. Maintain the webpages are accurate and up to date
18. Support the Discover Crosspoint Program
19. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Dedicated Christian
2. Compassionate human relational skills
3. Ability to work well with team members and external vendors
4. Strong organization skills
5. Self-starter
6. Ability to multi-task
7. Highly proficient in Microsoft Office
8. Strong computer skills
9. Ability to easily grasp new software programs
10. Knowledge of Arena software helpful
11. Able to delegate and empower volunteers
12. Budgeting skills
13. College degree in Business Administration, or 3 years equivalent Administrative work experience desired
14. Realize that this is a ministry position and that you are a minister for Christ and the Church

KEY PERFORMANCE MEASUREMENTS:

1. Increase administrative volunteers
2. Assist in creating a healthy and inviting atmosphere
3. Improvement and simplified administrative processes in order to support campus
4. Increased skill level with database and other computer software

CONTINUING EDUCATION DESIRED:

Attend position appropriate seminars, workshops and conventions as requested and approved by Campus Pastor.