



Title: Administrative Assistant, Connections & Serve	Prep/Revised Date: April 2026
Reports To: Connections Pastor	Direct Reports: N/A
FLSA / Hours: Non-Exempt / 20-hours	Campus: Fort Collins

Summary

The Administrative Assistant for the Connections and Serve Department provides operational support across two active ministry departments, keeping systems accurate, processes moving, and details covered so that pastoral and ministry leadership can remain focused on people and mission. This role requires someone who is highly organized, self-directed, and genuinely energized by behind-the-scenes work that makes excellent ministry possible.

Duties & Responsibilities

- Handle department communications including email, phone, and CCB inquiries; route messages accurately and follow up to ensure nothing is missed.
- Serve as the department's primary owner of CCB data integrity — maintaining accurate records for groups, volunteers, rosters, participants, and connection tracking across both Connections and Serve functions.
- Generate and submit room reservations through CCB for ministry meetings and events; assist in maintaining the church's Approved Priority Dates calendar and supporting the Timberline Event Advisory process.
- Track and reconcile monthly budgets for both departments; process check requests, invoices, and purchasing with accurate documentation; design and maintain a personal tracking system that provides clear visibility across both budget lines.
- Monitor all background check returns; flag and document any "Consider" results immediately; maintain minor-related file storage in compliance with church policies and risk management requirements.
- Process new volunteers across both departments — updating rosters, creating and ordering name tags, uploading Volunteer Agreements, and updating the scheduler as needed, maintaining accurate statistics tracking for ministry participation.
- Serve as an operational support resource for high-level volunteer leaders — providing communications, materials, and follow-through so volunteer leaders can focus on leading their teams.
- Coordinate administrative preparation for special services and seasonal ministry needs, including volunteer materials, ministry packets, supply ordering, and key church date tracking.
- Work with the Volunteer Connector to create and maintain Volunteer Open Positions (VOPs); ensure VOPs are accurate and current on the church website; conduct quarterly reviews.
- Create promotional materials for volunteer recruitment and ministry promotion; assist in producing departmental communications and the Serve Ministry seasonal newsletter as capacity allows.

Skills/Qualifications

- Exceptional attention to detail with strong organizational and systems-thinking skills.
- Proactive and self-directed; closes loops without being asked and communicates problems early.
- Able to manage multiple workstreams across two departments with accuracy and ownership.
- Basic to intermediate budget tracking skills; comfortable designing personal organizational systems for financial records.
- Strong written communication skills; able to draft correspondence on behalf of ministry leadership.
- Proficient in Microsoft Office Suite; willingness and aptitude to become fully competent in CCB required.
- Ability to handle sensitive information — background check data, financial records, personnel files — with integrity and discretion.

- Collaborative team contributor who works well alongside both staff and volunteer leaders.
- Demonstrated commitment to Christian faith and alignment with Timberline Church's mission and values.

Education and/or Experience

- High school diploma or GED required, associate degree or higher preferred.
- One year of relevant administrative experience required; experience in a church, nonprofit, or ministry setting strongly preferred.
- Demonstrated experience managing databases, filing systems, or records a plus.
- Prior experience with CCB or similar church management software a plus.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

*Please Note: you must submit all requested items to be considered for employment. **You do not need to complete the S.H.A.P.E Assessment unless specifically asked.***

Position Details: Part-Time.

Hours: 20 hours/week. Monday, Tuesday, and Wednesdays, with occasional weekends as needed.

Compensation: Non-exempt. \$17.50 – 19.50 per hour; based on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)