

**Job Description**  
**Administrative Assistant**  
**Part Time (non-exempt, 20-25 hours per week)**

**A. Qualifications:**

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship with the Lord within the Christian community.
2. Be personable and clear when communicating with people by phone, in person, and by email.
3. Possess a solid working knowledge of computers and Office software.
4. Previous administrative experience preferred.
5. Basic knowledge of computer graphics and design skills in InDesign or Canva are desired.
6. Be personable and dependable, possess good time-management skills, and be well organized. A servant's heart is a plus!
7. Work well in a team environment as well as independently without close supervision.
8. Comply with church policies and procedures.

**B. Duties and Responsibilities:**

The Ministry Administrative Assistant supports the administrative needs of Calvary Church. This role involves carrying out a range of administrative tasks, acting as a liaison between departments, preparing communications, and maintaining records, all while ensuring confidentiality and efficiency. This position is flexible during office hours with very limited requests to attend events or activities outside of normal office hours.

**Administrative Support:**

- Carry out administrative responsibilities for assigned ministry areas.
- Assist with other ministry areas as requested and needed.
- Maintain current knowledge of Calvary ministries and events to provide accurate information and support.

**Communication:**

- Prepare, edit, and send out communications such as emails, postcards, letters, newsletters, and others as needed.
- Ensure all communications are clear, professional, and timely.

**Liaison:**

- Act as a liaison between departments to facilitate effective communication and collaboration.
- Assist with completing Calvary Church forms and processes for ministry activities.

**Support for Pastor and/or Director:**

- Conserve the pastor and director's time by researching, ordering, organizing, analyzing information, and performing other ministry assistance as requested and assigned.
- Handle confidential information properly and securely.

**File and Record Management:**

- Maintain files and records in both electronic and physical formats.
- Ensure all records are organized, up-to-date, and easily accessible.

**Scheduling:**

- Schedule appointments and maintain calendars for ministry leaders.

- Coordinate meetings and events as necessary.

General Administrative Support:

- Work in a mutually supportive manner with Calvary's administrative staff to meet the overall needs of the church.
- Part of the admin team to answer phones, and greet guests.
- Perform other duties as assigned.

C. **Expectations**

1. Subscribe to and affirm the Statement of Faith and Values of Calvary Church.

D. **Relationships:**

1. Report to the Communications & Support Staff Manager.
2. Work in a Christ-like, professional manner with all who call or come into the office.
3. Interact with all members of the staff, church leaders, volunteers, and the congregation.
4. Work as part of the support staff team.