

## **ADMINISTRATIVE ASSISTANT**

### **About Center Pointe**

Center Pointe Christian Church is a group of people who are relying on the Holy Spirit to be disciples who love God radically, serve others compassionately, and lead people to Jesus. We envision being a church where broken people can experience the unconditional love of Jesus through outstanding environments... where people can grow in grace with one another through transformational connections... and where everybody participates in bringing the Kingdom of God to Liberty Township and beyond through missional engagement.

Center Pointe Christian Church is devoted to being good news and sharing good news where we live, work and play. In pursuit of that, we are in the process of a building project to reach more people, as well as building a healthy culture. We are looking for the right people to move us forward in achieving those goals.

### **Administrative Assistant Position**

The Adult Ministries Administrative Assistant serves as the heart of the organizational hub for the Adult Ministries pastors, directors and their teams—includes Connections, Communications, Community & Care, Creative Arts and Missions. The Administrative Assistant serves as a collaborative bridge by providing strategic communication, organization, coordination, and administrative assistance in managing project initiatives and events of the Adult Ministries staff. Helps the Adult Ministries teams in the execution of details.

**Gift Set:** Organization, Detail-oriented, Collaborative, Strong Communication Skills

### **Principal Duties and Responsibilities**

- Meet with the Adult Ministry leaders and obtain information on upcoming initiatives
- Assist in event preparation; may be asked to assist at events as needed
- Help anticipate needs for events and initiatives
- Coordinate rooms and resources for events, calendar scheduling, event communication plans
- Interact with volunteers, vendors and mission partners with poise and Christ-like character
- Manage the strategic calendar and collaborative productivity system
- Assist with project management training and support
- Assist with purchasing resources for ministry initiatives
- Data gathering and processing—updating metrics/dashboard and CP Connect database
- Make copies, laminate and assemble projects
- Assist team with financial admin—reimbursements, Expensify reports; submit invoices for payment
- Attend monthly all-staff meetings and quarterly calendar planning meetings
- Help the Administrative Team with projects outside Adult Ministries team responsibilities

## **Qualifications:**

### **Education/Experience**

High School diploma or equivalent is required

1+ years of Administrative experience is preferred

### **Skills/Specialized Knowledge/Abilities**

- Computer proficiency with Google Suite, Microsoft Office and presentation/planning software in a Mac environment
- Must have excellent organizational skills and attention to detail
- Ability to work as part of a team and individually
- Effective communicator in both written and verbal communication
- Good manager of time and helping your team meet deadlines
- Flexibility to adapt to changing situations
- High degree of confidentiality
- Reflect Christ in your words and actions as a role model in your personal life and ministry
- In alignment with the CPCC Staff Covenant

### **Star Candidate Qualities**

- Enjoys administrative and project-oriented work
- Ability to respectfully and appropriately ask questions and influence improvement
- Ability to remain calm under pressure
- Problem Solver – able to build new patterns, suggest better more efficient systems, enhance communication and adhere to multiple timelines
- Approaches work with energy and passion for the mission, vision and core values of CPCC
- Loves to support, enable and free up others
- Self-starter motivated to anticipate needs and initiate support

## **WORKING CONDITIONS:**

**Working Hours: 30 hours per week** Monday – Thursday from 9:00AM to 4:30PM

Hours are flexible to accommodate occasional Sunday work or events as needed.

Review of applications will begin immediately and continue until the position is filled. To apply, send a letter of application with résumé to: [humanresources@cpcc.church](mailto:humanresources@cpcc.church).