



Cottonwood Creek Baptist Church Job Description

Job Title:	Administrative Assistant, Discipleship
Department/Job Status:	Cottonwood Creek Education Ministry/Full Time
Reports To:	Executive Pastor, Discipleship

Job Summary: Provide administrative support to the Discipleship Ministry in all aspects of departmental functions, maintaining discretion and initiative to further the interests of the ministry. Able to interact with the staff, community and church members while remaining flexible, proactive, resourceful and efficient with a high level of confidentiality.

Essential Functions:

- Database Management (data entry, queries, reports, registrations, etc...)
- Complete reports for weekly/monthly/annual metric tracking
- Manage Church Membership process, including Membership Workshop prep, paperwork, follow-up, etc
- Schedule meetings/reserve event spaces for ministry events
- Support all Care Ministries
- Attend/provide support in staff meetings
- Receive and direct incoming calls and emails
- Help cover Front Desk
- Support other Administrative Assistants and Church Staff as needed
- Work in Church Office every 6th Sunday
- Handle special assignments and/or tasks, as assigned by the Executive Pastor and Sr Staff

Job Requirements and Personal Qualifications:

Education: High School Diploma

Job Skills: Good people skills; Task oriented; Capable of handling multiple tasks at one time; Ability to problem solve and create solutions; Proficient knowledge of MS Office (Word, Excel, PowerPoint, Outlook) and ability to learn new programs; Good leadership skills; Strong administrative and organizational skills; Must be dependable, discreet, friendly and professional; Must have a desire to help and serve others.

Personal Qualifications: Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.

Other Information:

- Experience as an Administrative Assistant preferred.
- Schedule: Monday – Friday, 8:30a – 4:30p, 40 hrs per week. Special events require additional flexible scheduling.
- Vacation and Leave Accrual and Holiday Pay
- No Medical Benefits