



**Position:** Care and Discipleship Administrative Assistant

**Reports To:** Associate Pastor of Care and Discipleship

**FLSA:** Non-Exempt

**Job Type:** Part-Time

**JOB SUMMARY:** The Care and Discipleship Administrative Assistant works closely with the Associate Pastor of Care and Discipleship to assist in the administrative tasks of the ministry.

**EDUCATION AND EXPERIENCE:**

- High School Graduate

**ESSENTIAL SKILLS AND ABILITIES:**

- Working knowledge of Microsoft Office software (Word, Excel, Powerpoint)
- Work on multiple projects in a fast-paced environment.

**RESPONSIBILITIES**

- Assist with assimilation of new attendees/members
- Admin tasks for Adult Discipleship Electives
- Admin tasks for Newcomer's Breakfasts: invitations to newcomers and leadership
- Assist leaders with appreciation of volunteers
- Maintain volunteer opportunities wall and website page
- Assist Facilities Director with recruiting volunteers
- Other duties as assigned