



JOB DESCRIPTION

Title:	Global Outreach Administrative Assistant
Department:	Strategic Outreach
Reports To:	Global Outreach Pastor/Director
Supports:	Global Outreach Team
Pay Status:	Hourly
Exemption Status:	Non-Exempt

General Summary and Objective: Responsible for administrative detail management and communication for the Global Outreach Team by implementing and developing promotional and communication plans, strategies, and systems for advancement. Assist with matters including coordinating events/programs, and provides broad level of administrative support with programs, and church procedures.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General Administration/Assistance to Global Outreach Team including, but not limited to, arranging travel, coordinating out of office logistics, and managing calendar appointments
- Increasing capacity of Global Outreach Team through research, organization, problem solving, and implementation
- Managing overall team administrative needs including calendars and creating current communications and promotions plans
- Collaborating with Strategic Outreach Administrative Assistant, Strategic Outreach Accounting Assistant, and Strategic Outreach Communications Assistant to promote consistency and accuracy with programming

Additional Responsibilities:

- Overseeing administrative volunteers and document preparation for GO programs and special events
- Project and program support (Intro to Outreach, Momentum, Presents for Partners, Partner Visits, etc.)
- Developing, maintaining, and updating web forms
- Task Force and partner support

- Attend and participate in meetings, such as Strategic Outreach Department meetings, Global Outreach Team meetings, Staff Chapel, Administrative meetings, etc.
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Bachelor's degree in communications, management, or related field preferred
- Minimum three years of experience preferred
- Experience with Calendars, Microsoft Office, Adobe Creative Suite, and Website management preferred
- Must have effective communication skills, both written and verbal
- Passion for administrative detail
- Consistently display a positive and enthusiastic approach to the performance of the assigned duties
- A desire to be disciplined by the Strategic Outreach Department and CCC leadership
- Demonstrated capacity to lead and administrate

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk, use hands and fingers, and reach with hands and arms. Ability to lift up to 20 pounds, moving tables, etc. around for set up for events.

Position Type/Expected Hours of Work

This position is full time, 40 hours a week. Flexible hours are needed to accommodate ministry programming needs. Some weekend hours are required. A typical work week is Monday-Friday 8:00 AM - 5:00 PM, and weekends and evenings when events/programming require.

Travel

This position may include travel to conferences or training that are associated with this position.

April 24, 2017

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.