



### **JOB DESCRIPTION**

**Title:** Connections Team Administrative Assistant  
**Department:** Connections  
**Reports To:** Connections Lead  
**Pay Status:** Part Time 25 Hourly - Non-Exempt

**General Summary and Objective:** Provides administrative support for Connections Lead, Groups Director and Care & Shepherding Director. Responsibilities include providing support for budget tracking, preparing class and event registration forms and promotion processes.

#### **Essential Functions:**

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

- Provide administrative support for Connections Team Staff and programs. This includes but is not limited to creating and managing forms for registration, reserving rooms, updating calendars, managing groups in data base, preparing materials, ordering supplies, updating group lists, creating class/event signage, and communicating as needed with participants and leaders.
- Prepare information to promote classes and events, including, printed materials, updating website, and submitting event promotions to the Communications Team.
- Process and submit receipts to Finance and record purchases in budget tracking document. Produce monthly reports on spending for Connections Team.
- Maintain Connections Team budgets, track spending, review and compare monthly ledger report, submit any changes to Finance Team for reconciliation.

#### **Additional Responsibilities:**

- Meet regularly with supervisor and attend Connections Team meetings.
- Support the corporate activities of the church such as all staff meetings and weekend worship.
- Perform other duties as assigned.

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

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Administrative skills and strong attention to details
- Minimum 3-5 years of experience in an office environment or performing administrative work
- Proficient with current computer systems and software, with an aptitude for learning
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Ability to convey a positive professional image and maintain confidentiality

#### **Work Environment**

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

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. They frequently are required to stand, walk, use hands and fingers, and reach with hands and arms. Ability work on a computer for extensive periods of time is required. Ability to lift up to 20 pounds, moving tables or supplies to help set up for events.

**Position Type/Expected Hours of Work**

This position is 25 hours a week, with hours on Monday and Tuesday and remaining hours flexible (TBD).

**Travel**

This position may require in town travel for running errands.

*Created: March 3, 2023*

*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.*