



## WOMEN'S MINISTRY | JOB DESCRIPTION | ADMINISTRATIVE ASSISTANT - 40 HOURS A WEEK

### **My Win:**

I know I am winning when I execute administrative tasks with excellence so that the Women's Ministry of CA can thrive in their mission to lead spiritually convinced and unconvinced people to complete commitment to Christ.

### **My Main Responsibilities:**

- Supporting with administrative excellence the Women's Ministry Pastors and Women's Ministry Programming events such as Women's Bible Study (WBS), Women's Gatherings and Women's Retreats. This includes but is not limited to: Data Entry, Registrations, Communication, Material Preparation, Purchasing, etc.
- Managing and organizing the logistics and details of Women's Bible Study (set-up and tear down, printing of books, WBS website management, posting weekly WBS teachings, depositing WBS offering, reserving rooms, etc.)
- Designing, creating and implementing graphics for Women's Ministry promotional materials and social media content
- Implementing the Women's Ministry marketing, communication and social media plan as directed
- Processing receipts, check requests, expense reports and deposits
- Communicating effectively with women at CA through Women at CA emails, phone calls and daily interactions
- Maintaining relevant and up to date websites and a mobile church app
- Coordinating and caring for volunteers in Women's Ministry, including building teams to help with programming when necessary
- Managing and executing administrative details for Women's Retreat prior to and through the retreat weekends (first two weekends of March)

### **My Qualifications:**

- Excellent in attention to detail, multi-tasking and meeting deadlines
- High proficiency in Google Suites, Microsoft Word and Excel
- General knowledge of Photoshop Essentials, Canva, Adobe Acrobat and familiarity with online forms and applications
- Strong interpersonal skills and ability to relate and communicate well with people at all levels
- Friendly disposition with the desire to work as a team player

### **My Expectations:**

- Develop trusting rapport with supervisor, CA staff, volunteers and women at CA
- Work collaboratively with Women's Ministry team to deliver excellent programming
- Exemplify servant leadership, demonstrating humility, grace, teachability and patience
- Grow daily as a follower of Christ
- Live out Jesus' mission to seek and save the lost through efforts of evangelism

### **My Circle of Influence:**

- Women at Christian Assembly
- Women's Ministry Staff and Volunteers

### **I Report To:**

- Colie Cabalatangan, Lead Women's Pastor