



JOB DESCRIPTION | ADMINISTRATIVE ASSISTANT | 20 HOURS A WEEK

My Win:

I know I am winning when I execute my administrative tasks with excellence and am contributing to the effectiveness of the Executive Pastor in his role of supporting the Lead Pastor, CA staff, and CA church family, and advancing the mission of leading people to complete commitment to Christ.

My Primary Responsibilities:

- **Provide administrative support** to the Executive Pastor and key staff in Easter & Christmas planning, management and successful execution.
- **Provide administrative support** to the Executive Pastor and the CA team efforts in “Retreat” planning, management and successful execution.
- **Provide administrative support** to the Executive Pastor in management of “announcement requests” from various CA departments and flow to “weekly communication schedule”.
- **Provide administrative support** to the Executive Pastor during CA staff annual “review” process. Help to create a process whereby reviews can be rolled up into a summary document (“Dashboard”) for Lead Pastor review.
- **Support for monthly All-Staff and other meetings:**
 - Manage room requests and ensure room set up, including coffee or food set up when required
- **Calendar management:**
 - Ensure meetings are accurately on calendar
 - Schedule meetings with staff or congregants
- **Timely preparation and submission** of Executive Pastor expense reports
- **Provide periodic administrative support** to other staff as directed by the Executive Pastor

My Qualifications:

- Embrace CA’s core mission & values and a growing faith/commitment to Christ
- Strong work ethic, attention to detail & well organized
- Proficient computer skills: Microsoft Office Suite, Google sheets, docs, surveys
- Strong interpersonal skills (high EQ) and the ability to communicate well with others
- Positive, energetic attitude & can remain calm under pressure
- Self-starter, proactive, always looking for ways to improve processes/tasks

My Expectations:

- Grow daily as a follower of Christ
- Exemplify servant leadership, demonstrating humility, grace, teachability and not easily offended
- Develop trusting rapport and strong working relationship with supervisor and CA staff team

My Circle of Influence:

- Fellow Staff & Volunteers

I Report To:

- Ralph Delgado, Executive Pastor