

## **Church of Christ at White Station**

### **Senior Minister Administrative Assistant**

The Administrative Assistant will provide a high level of administrative support to the Senior Minister, which includes strong organizational and time management skills, extraordinary communication skills including computer proficiency, possess a caring, Christ-like spirit that interfaces with the congregation and guests, and possesses a high level of confidentiality.

**Work schedule:** 40 hours per week/flexible

#### **Qualifications and Requirements**

- Ability to communicate professionally, accurately and clearly both orally and in writing
- Must have superior, proven organizational skills and accuracy
- Strong proficiency with Microsoft Office/word processing applications and the basic Google suite
- Strong familiarity or willingness to learn social media (Facebook/Instagram), email marketing tools, as well as interest in learning new applications
- Ability to become proficient with the church database
- Ability to maintain accountability, work independently, see projects through to completion
- Positive attitude, heart for service and ministry at White Station
- Ability to work in a collaborative work environment
- Member of White Station preferred with knowledge of our ministries and church life

#### **Key Responsibilities**

- Manage Senior Minister's calendar as primary contact for meetings/commitments
- Manage all forms of correspondence and communication from the Senior Minister's office
- Set up and maintain electronic filing systems to ensure easy access to information
- Support/communicate with ministries, adult Bible class teachers and elders as needed
- Provide support to Senior Minister to ensure effective planning worship experiences
- Create workflow that coordinates entire worship process from Monday-Sunday
- Coordinate with Iglesia de Cristo on shared programs and joint opportunities
- Recruit talent for video productions, voice-overs, and multimedia productions (podcasts, Facebook Live, etc.)
- Collaborate with Senior Minister on sermon preparation, worship planning, and evaluation
- Coordinate and communicate with advisory groups and ad hoc committees
- Other duties as assigned

The Administrative Assistant to the Senior Minister is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief is to be lived out in a way that is genuine and clearly evident to others. The Administrative Assistant must recognize that working collaboratively as a team is essential to successful ministry and become an engaged, creative member of the staff. The Administrative Assistant must have a complete understanding of the vision, mission and values of COCWS working alongside our shepherds, ministers, staff members and volunteers.