CPC Care Administrative Assistant: 24 hours/week

Reports to: Associate Pastor of Care

Purpose/scope of job: The primary purpose of this job is to support CPC’s purpose—Reaching People and Following Jesus—by providing support to the care ministries’ efforts to reflect the love of Christ to those in crisis, sickness, and life transition.

Job Responsibilities

* Support memorials: Create bulletin, facilitate communication with staff and deacons, obtain payments for expenses, troubleshoot when needed.
* Grief Ministry: maintain spreadsheet of those who have lost a loved one, mail grief material.
* Care Ministry support: coordinate with ministry leaders regarding bulletin/pulpit announcements, data for core list, general communications. Also facilitate requests/troubleshoot with Creative Communications and use of myCPC. Order materials as needed. Reserve rooms for classes and meetings.
* Support Care events such as classes, seminars and meeting with handouts, power point presentations, registration and publicity.
* Back-up support for the Deacons’ Fund spreadsheet and serve as contact point for requests that come through the church. Monitor and distribute food bags and gift cards.
* Support pastor by doing occasional research, development and organizational duties.

Secondary Responsibilities:

* Be aware of and follow the employee procedures documented in the CPC Human Resources Policies and Procedures Handbook.
* Be aware of and follow CPC’s personal conduct guidelines.
* Build and maintain positive and effective relationships with all CPC employees and CPC Care ministry leaders, demonstrating a positive communications attitude.
* Perform other duties as requested by CPC leadership.

Skills Required:

* Administrative: organization, technical (use of Publisher, myCPC, EXCEL, social media)
* Hospitality: detail-oriented, relational, team player mentality
* Flexible hours to be available in evenings, weekends as needed by pastor
* Good written communication and relational skills