



COMMUNITY
PRESBYTERIAN CHURCH

Job Title: Administrative Assistant
Department: CPC Kids
Reports to: Childrens Minister
Classifications: Non-Exempt 25/hours per week
Timeframe: March – October 2019

PRIMARY PURPOSE: The primary purpose of this position is to provide administrative assistance and continuity of support to all staff members of CPC Kids and to manage communications to other church ministries as well as update CPC Kids' social media and web platforms.

MEASURE OF SUCCESS: The Administrative Assistant should present a positive and helpful attitude with positive feedback from the CPC Kids staff members. Individual should produce timely, accurate and consistent documents, data and other administrative assistance necessary to the needs of the department. This person should demonstrate comprehensive knowledge and use of departmental computer programs and data base with the ability to incorporate new programs with adequate training. Additionally, receive good performance evaluations (MR's from Children's Minister).

PRIMARY RESPONSIBILITIES:

- Assist in the daily operations of CPC Kids staff to include but not limited to:
 - Communications to all areas of church regarding CPC Kids' Updates, Events and Operations; Website, Social Media, Church Calendar & Room Reservations, Team Calendar, Mail Merges to All Staff, Process queues for new families, & work with Marcom to produce marketing materials
 - Provide Administrative Assistance to run the daily operations of the department to include Microsoft Office Suite and other tools/programs as deemed necessary for efficient office operations.
 - Organize, inventory and order office supplies
- Proficiency with all aspects and tools of CPC database to include implementation and training tools for staff, volunteers, and families
- Become the CCB and Staff Central Expert
 - Enter the entire year of programming (weekend and mid-week) in the CCB Calendar with associated room reservations. Work closely with the Guest Services and Facilities Administrative Assistant

- Lead in the entire Move-Up process and communications with families and Student Ministries
- Answer and direct calls and questions to appropriate staff members
- Attend department team meetings & document minutes for appropriate follow-up.
- Attend CPC Staff Admin meetings 1-2x a month
- Assist with the planning and day of needs for all CPC Kids' Special Events (Like Kids Camp, A CPC Kids Family Christmas, etc.)
- Pull weekly kids attendance (weekend and mid-week) and maintain quarterly attendance tracking reports
- Coordinate communications and help schedule Saturday service dates with the Weekend Coordinators

SECONDARY RESPONSIBILITIES:

- Development and maintenance of positive relationship with other church employees
- Keep the team informed of problems and provide solutions for identified issues
- Follow recommended management procedures described in the Human Resource Policy and Procedure Handbook
- Perform all duties to meet safety, time and program requirements
- Assist with new employee onboarding
- Produce month expense reports for the Childrens Minister

SKILLS REQUIRED:

- Community Church Builder experience desired
- MAC Proficient, Word & Excel
- Strong communication skills
- Ability to multi-task and experience working in a fast paced environment
- Will need to pass a Department of Justice LiveScan

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