

**Administrative Assistant to the  
Operations Executive****Position Summary:**

Responsible to provide assistance and support to the Operations Executive in day-to-day activities. Maintain the church calendar and building use.

Office Hours: Schedule B

Status: Full Time/Salary/Non-Ordained

**Supervision:**

Receives immediate supervision from the Operations Executive

**Duties & Responsibilities:**

- Personal Assistant to the Operations Executive for calendar, scheduling, travel arrangements, project assignments/review, and communication as needed
- Coordinate the church calendar and communicate ministry and church events with staff and volunteers
- Process Event/Media/Facility Forms
- Process card/workflows: I gave my life, I want to be baptized
- Process Facilities Projects/Repair Requests
- Process Vehicle Requests
- Manage signups for ministries and events utilizing the church app or other means
- Manage Baptism and New Believers signups and contact individuals in preparation for service
- Collaborate with Experience Director and respond to Info emails
- Meet with individuals and manage outside facility rental/use requests and ensure all ministry areas have been contacted and all equipment is available
- Manage inventory list of all tables, chairs and equipment by building
- Manage Planning Center People records and resolve duplicate files
- Create the Sunday Calendar for the sermon notes and email to Small Groups Leader
- Other duties as assigned

**Qualifications:**

Qualifications may include, but are not limited to the following:

- A clear testimony of faith in Jesus Christ and vital growing personal relationship with Him
- Commitment to the mission, vision and philosophy of Cumberland Fellowship
- Self-motivated, team player with a positive attitude and commitment for continued growth
- Experience with Microsoft Office, Photoshop, Planning Center Calendar preferred.
- Outstanding organization skills
- The ability to multi-task
- Always evolving