



## **Administrative Assistant**

### **Mission**

Make disciples in our church by providing administrative support for the ministry and discipleship work of the pastors and staff at Calvary Meridian.

### **Description**

The Administrative Assistant would come alongside the Church Administrator and Staff, functioning as a team member with the purpose of providing administrative support where needed. This will involve having a variety of weekly duties and require flexibility to work on other administrative projects as they arise.

### **Qualities**

- Agree with the Calvary Chapel Meridian Statement of Faith.
- Seek the Lord daily in Bible devotion and prayer.
- Model the grace, love and humility of Jesus in your interaction with others.
- Attend at least one main church service per week.
- Ability to work independently with little supervision.
- Ability to work well with others both on an individual basis and in a group setting.
- Work alongside church staff to provide administrative assistance.

### **Responsibilities**

- Be committed to the time needed to complete the tasks required.
- Provide administrative assistance for the children's ministry, radio ministry office administration, pastors, and staff.
- Weekly duties such as updating the bulletin and announcement scripts, maintaining various items in the app, maintain the church database, and maintain the bookstore inventory list.
- Be available for various other duties as they arise.
- Make recommendations to improve existing systems and processes.
- Investigate and research to find solutions for issues that arise.
- Answer the office phone, respond to emails, and receive guests with a friendly attitude.