



JOB DESCRIPTION

Position Title:	Administrative Assistant
Position Reports to:	Core Ministry Director
Department:	Core/Kidsgames
Schedule (may vary):	Weekdays, some weekends
Rate/Salary:	Non-Exempt, Part Time (10/15 hrs wk)/\$16-\$18

General Description

- Overall assists in the responsibility to maintain various aspects of Core Ministry and Kidsgames as well as work within the vision of North Coast Calvary Chapel.

Specific Duties and Responsibilities

- Communicate closely with Director
- Attend all Department meetings
- Regular and reliable workplace attendance to your assigned department
- Email communication with Core participants/Kidsgames volunteers and parents in a timely manner.
- Help manage data in spreadsheets and data
- Help organize and schedule meetings and events
- Other duties as assigned by supervisor

Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Organizational astuteness
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handles stress with a calm and effective demeanor
- Strength in working under pressure and with deadlines
- Works well with others and committees to accomplish goals
- Ability to interface with all staff

Minimum Requirements

- Ability to work well with others in a team environment
- Ability to hold discrete information confidential

Work Environment

- Cubicle and some offsite

Physical Requirements

- Sitting – at a desk (regularly)
- Walking (frequently)

- Able to be on your feet for long periods of time
- Typing – computer keyboard
- Telephone – receive and dial calls
- Lifting (up to 20 pounds)