



JOB DESCRIPTION

Executive Assistant to Operations & Finance

Executive Office

Reports To: Executive Director of Operations & Finance
Category of Employment: Support Staff, Full-Time
Payroll Status: Salaried, **Exempt**
Office Hours: **Minimum of 30-40 hours per week**

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by serving in the organization and office administration of the Executive Office, seeking to fulfill the mission to lead people to a life changing connection with Jesus Christ.

Minimum Qualifications

1. **Experience:** Must be tried and proven in ministry and have a passion for developing new members to be fully connected followers of Christ through discipleship, evangelism, fellowship, worship and ministry. At least five (5) years experience in field preferred.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Oversee, recruit and train volunteers.
 - Attend events and activities and assist with event logistics and booking as well as assist with setup and tear down.
 - Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, bulletin inserts, scheduling, budgets, etc.).
 - Maintaining and updating ministry calendars.
 - Preparing ministry program materials when needed.
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
 - Create annual ministry budget templates, and participate in the review and upload of these budgets.
 - Assist in updating the attendance software; adding, changing, streamlining functions as needed.
 - Assist in producing weekly, month-end and quarterly reports for DLT and Elders.
 - Collect data for Vision Night annual presentation
 - Assist in closing out projects by working with ministries.
 - Collect and track YEO expenses vs budgets
 - Assist in collecting annual YEO requests, and helping to create the annual budget.
 - Assist staff with FE reports, projects, and other FE questions.
 - Assist in planning, coordinating, and preparing appropriate materials for various meetings.
 - Work with other funds to create annual budget and review of actuals vs budget.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member

Date

Job Description Approved: DLM (HR Initials) _____ (DH Initials) *Revised 3/11/2019*