



## JOB DESCRIPTION

### Administrative Assistant

#### OVERVIEW & PURPOSE

This role is focused on supporting the mission and vision of CNC by providing administrative support to the staff and the leadership of the church. More than a secretarial role, this job is critical to the coordination and communication of the ministries of CNC. The administrative assistant helps to keep CNC be efficient and effective in ministry. This individual is proactive and a problem solver.

#### CHARACTER & REQUIREMENTS

1. Maintains a vital relationship with Jesus and has a passion for His Church.
2. Models a life of integrity and interacts with people honestly and humbly.
3. Participate personal intercession for the ministry of CNC.
4. Completes the requirements of the CNC Plan to Protect Policy.
5. Understanding and competency in office administration and procedures.
6. Be, or be willing to become, a member of and participate in the community life of CNC.
7. Engage with the church ministry staff in regular meetings and training.

#### DUTIES & RESPONSIBILITIES

##### *COMMUNICATION*

1. Design and create weekly bulletin, church newsletters, posters and pamphlets.
2. Receive, process, and distribute CNC mail.
3. Help to plan and promote special ministry events as required (i.e. family camp).
4. Help to maintain good rapport with CNC ministry partners (RMMA; Fellowship Pacific; SOLAH).
5. Provide support to keep church documents updated with correct CNC branding.

##### *ADMINISTRATIVE*

1. Keep church accounts and subscriptions current (CCLI; Planning Center; EFC; Eventbrite).
2. Maintain an updated data base and annual printed directory of the CNC family.
3. Support the CNC Treasurer in maintenance of financial records and communication.
4. Submit AGM information to BC Registries annually.
5. Purchase office and event supplies.

##### *RECEPTION*

1. Provide an organized, tidy, welcoming office environment for those coming to the CNC office.
2. Welcome and resource leaders who need assistance in organizing or promoting their ministry activity.
3. Act as registrar for criminal records checks of volunteers as per **Plan to Protect** policy.

##### *ENFOLDING*

1. Assists the Lead Pastor in tracking the pastoral care needs within the congregation.
2. Provide resources and support as needed to the enfolding ministry at worship services.

##### *SOCIAL MEDIA*

1. Administrate all church email accounts.
2. Assist with updating of the CNC website and Facebook account.
3. Contribute as needed to service planning and preparation of slides (ProPresenter).
4. Create and distribute CNC update emails as required.

#### ACCOUNTABILITY & REMUNERATION

The Administrative Assistant reports to the lead pastor. This position will be 15 hours per week, ideally working 3 hours each morning, Monday through Friday. Additionally, at some worship services there may be some enfolding or communication duties. There will be a review at three months and thereafter, annually.