

# JOB DESCRIPTION

JULY 2021

<b>Job Title:</b>	Administrative Assistant II
<b>Job Status:</b>	Full Time
<b>Exempt Status:</b>	Non-Exempt
<b>Department:</b>	395/565
<b>Reports To:</b>	Culture & Diversity Pastor
<b>Position Supervised:</b>	Yes
<b>Delegated Authority:</b>	N/A
<b>Education Requirement:</b>	High School Diploma

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## MINISTRY PURPOSE:

All employees in service to Capital Christian Center must be mature persons, committed to the religious mission of Capital Christian Center, with a personal born-again experience in Jesus Christ, evidence of a consistent Christian life, and personally subscribing to the Tenets of Faith of Capital Christian Center. All employees are deemed integral parts of the ministry of Capital Christian Center, and each is expected to conduct himself or herself on the job and privately in their personal lives, on-site and elsewhere, in such a way as to complement the image and mission of Capital Christian Center, toward the advancement of the cause and Kingdom of Jesus Christ.

## JOB SUMMARY:

The Administrative Assistant II provides administrative support to ensure efficient operation of the organization.

## ESSENTIAL FUNCTIONS OF THE JOB:

- Strong commitment to core mission, values, and vision of Capital Christian Center.
- Possess a deep commitment to ministry and be in agreement with Capital Christian Center's confession of faith, mission, vision and core values.
- Highly organized and detailed oriented; adept at multitasking and juggling, planning for various tasks simultaneously.
- Ability to work with individuals from diverse backgrounds as well as partners from across various professions.
- Provides administrative support such as answering phones, returning calls and responding to emails, data entry, as well as help manage the calendar, schedule and files.
- Provide front office reception coverage.
- Update cloud-based websites including database management.
- Complete tasks and communication using project management tools.
- Process expenditure requests and assist department in managing budget.
- Schedule and supervise volunteers.
- Compose department communications: letters, emails, flyers, brochures, forms, and manuals.
- Facilitate departmental meetings, classes, and events through completion of internal set-up requests, calendar reservations, and connecting with any/all external partners.

- Handle sensitive information in a confidential manner, exhibiting judgment and discretion.
- Organize and maintain materials for department's areas of responsibility.
- Provide excellent internal and external customer service to fellow staff, the church body, volunteers as well as the community at large.
- Participates in staff chapels, meetings, retreats and events as required by department.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work independently and to influence others both inside and outside the organization.
- Ability to anticipate administrative needs and implement tasks.
- Strong team player.
- Ability to type at a corrected rate of 45 WPM.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher).
- Strong customer service skills and ability to relate and interact professionally with volunteers, staff, and church family.
- Excellent written and verbal communication, organizational and prioritization skills.
- Ability to speak about the organization's work in an articulate, professional, and compelling manner.
- Proven understanding and or experience using web site management and social media.
- Strong cross-functionality skills requiring a high level of diplomacy.
- Comfortable working in a fluid, fast-paced, and collaborative environment.
- Ability to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Must be able to work in a variety of settings, and be flexible to work evenings and weekends.
- Must have a valid driver's license and have access to a vehicle.
- Great customer service skills and ability to build productive business relationships.
- Ability to manage multiple projects independently.
- Ability to take and give direction, to problem-solve, work independently, as well as meet firm deadlines.
- Ability to learn software.

#### **PHYSICAL DEMANDS:**

This position's duties are normally performed in a typical work environment, based on the activity scheduled. Some physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds. The employee may be required to walk and sit for extended periods and may be exposed to outside weather conditions; including but not limited to, heat, cold, humidity, rain, and direct sunlight. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator, and similar machines.

#### **WORKING CONDITIONS:**

Working conditions are dynamic. Work requires the willingness to work a flexible schedule that may require occasional weekend and/or evening hours. Employee will be using his/her personal vehicle; therefore, employee must hold valid driver's license in state where based and have appropriate auto insurance as required by law. Employee must be able to work in a fast-paced environment; must be able to prioritize and work well under pressure. Employee must demonstrate professionalism, integrity, initiative, and exercise confidentiality. Employee must understand and apply all company policies and

procedures and have ability to follow instructions, be detailed oriented, and have good follow-through on all projects.

**NOTES:**

This job description has been reviewed to ensure that only essential functions and basic duties have been included. This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual(s) with this job description. Requirements, skills and abilities included have been determined to be minimal standards required to perform the position. The individual(s) may be called upon and required to follow other instructions or perform other duties required by his/her supervisor consistent with the purpose of the position, department, and/or company objectives. Capital Christian Center expressly reserves the right to change this job description and the duties assigned to the individual from time to time as deemed appropriate in Capital Christian Center's sole discretion.

This job description is not intended as and does not create an employment contract or otherwise guarantee employment. Employment is at-will and can be terminated at any time with or without cause and with or without notice by either party.

I have read and understand this job description.

**Signature:**

**Date:**

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