Administrative Assistant Job Description

Role and Accountability

The Administrative Assistant reports directly to the Executive Pastor but serves the ministry and support staff. The Administrative Assistant supports the direction of each ministry and their leaders.

Essential Duties and Responsibilities

1. Representation & Hospitality

- Serve as the first point of contact.

- Model warmth, care, and a Christ-centered attitude.

- Maintain positive communication and support Crosspoint's vision.

2. General Office & Administrative Operations

- Manage phones, mail, email, and filing.

- Maintain church calendar and facility use process.

- Monitor security systems and building access.

- Oversee office equipment, supplies, and church mailboxes.

3. Data & Records Management

- Maintain membership lists and attendance databases.

- Record and secure incoming checks/cash.

- Support leadership with membership-related communication.

4. Publications & Communications

- Handle printing of communication materials for church use.

- Notify congregation of weather cancellations as determined by leadership.

- Send memorial gifts and similar communications.

5. Staff & Ministry Support

- File documents and help with projects, as assigned.

- Assign members' needs to staff as appropriate.

- Serve proactively to support paid and volunteer staff.

- Take on additional duties as assigned by direct supervisor.

Qualifications and Skills

1. **Ministry Mindset**
   - Exemplifies biblical principles.
   - Supports the church's mission and the direction given by each ministry leader.
   - Confidential and discreet with sensitive information.

2. **Organizational and Time Management Skills**
   - Able to prioritize tasks.
   - Good at multi-tasking.
   - Manage deadlines efficiently.
   - Detail oriented
   - Proactive problem-solving skills.

3. **Communication**
   - Proficient in verbal and written communication.
   - Ability to build positive relationships with staff, members, visitors, etc.

4. **Technical Proficiency**
   - Skilled in Microsoft Office applications.
   - Familiarity with QuickBooks preferred.
   - Ability to learn new software quickly.