

College Mennonite Church Administrative Assistant

Status: Hourly employee .35 FTE (15 hrs/week); not eligible for health insurance or retirement benefits

Job Function: Provide administrative and clerical support for the Pastoral Team and Commissions, including correspondence, drafting content, and coordinating events.

Accountability: To the Congregational Administrator

Responsibilities and Performance Objectives

1. **Key Office Responsibilities:** Serve as a welcoming and helpful presence in the front office during open hours (Mon-Thurs 9am-12pm); Manage reservation requests for use of the church-chapel facilities for CMC events; Maintain member data
2. **Communications:** Key responsibilities include writing and editing announcements, newsletters, and website content; managing and updating social media accounts; coordination of communications to the congregation for Commissions and Pastoral Team.
3. **Administrative Support for Commissions:** Assist pastors and commissions with various tasks including but not limited to data entry, formatting documents and event planning support.
4. **Additional Administrative Responsibilities:** Participate in team meetings as requested.

Minimum Qualifications

- Commitment to a Christian lifestyle and beliefs in an Anabaptist perspective
- Bilingual in Spanish/English
- Experience in formal Communications preferred

Core Competencies

- **Mission Ownership:** Ability to conceptualize, communicate and implement administrative procedures aligned with the vision and mission of the congregation.
- **Team Mindset:** Have a collaborative philosophy to build effective working relationships with coworkers and congregational volunteers.
- **Management Skills:** Ability to multi-task and pay attention to detail.
- **Communication:** Strong oral and written communication skills in English and Spanish.
- **Technology and Social Media:** Basic understanding of software and interest in the use of technology in a congregational setting.