

JOB TITLE: Community Life Administrative Assistant
DEPARTMENT: Community Life
REPORT TO: Raspberry Campus Pastor
DATE REVISED: Sept 8th 2025
CLASSIFICATION: Part Time 20 hours

POSITION PURPOSE:

- The Community Life Administrative Assistant is responsible for assisting the Community Life Team in the implementation of the Community Life ministry, consistent with the mission of the church, through use of organizational, development and relational skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Community Life Team through the design, establishment, and maintenance of systems and processes enhancing the development of Community Life.
- Assist the Community Life Team with administrative correspondence with other ministry areas, new guests, lay leaders, and any individuals impacted by the Community Life ministry.
- Assist the Men's Pastor as assigned and coordinated with Men's Pastor and Raspberry Campus Pastor.
- Assist the Women's Director as assigned and coordinated with Women's Director and Raspberry Campus Pastor.
- Assists the Missions Pastor as assigned and coordinated with Missions Pastor and Raspberry Campus Pastor.
- Manages data entry associated with the Community Life Team.
- Assist in the planning and logistical details of events, weekly meetings and programming.
- Assist the Raspberry Campus Pastor in monitoring spending against budget and remaining within budget parameters.
- Use Ministry Platform to manage and communicate with Community Life leaders and volunteer teams.
- Maintain all Community Life web platforms including calendars and promotions.

JOB SPECIFICATIONS:

- Active member of ChangePoint.
- Able to recruit, equip and empower leaders and volunteers in group and individual settings.
- Proficient in MS Word, PowerPoint, Excel, Outlook/Exchange and Teams, Ministry Platform, Service U, SubSplash (Website Editing and Publishing), Facebook and other social networks.
- Capable of flexing work hours to meet seasonal surge demands as needed and approved by the Raspberry Campus Pastor.
- Skilled in written and spoken communication.
- Able to communicate on behalf of the Raspberry Campus Pastor as directed.

OTHER RESPONSIBILITIES:

- Perform responsibilities in accordance with the ChangePoint Employee Handbook.
- Participate in Staff, Community Life, Men's and Women's Ministry Team meetings.