



Administrative Assistant

Do you have the gift of administration? Are you ready to use your gifts to help people live “All of Life for Christ” and to be a part of the team that makes things happen behind the scenes? Then this position may be for you! CEFC is seeking an Administrative Assistant to serve as a member of our office staff. You will be part of a high-performing, professional team that provides support to CEFC’s Pastors and Directors and serves as the first point of touch for visitors, members of the congregation, and ministry leaders who call or visit the Church office.

Ministry Area/Department	Operations
Position	Administrative Assistant
Accountable To	Office Manager
Ministry Target	Church-wide
Position Is	Part-Time Paid Staff
Maturity Level	Growing Christian
Spiritual Gifts	Administration • Serving • Hospitality
Talents or Abilities Desired	• Organized • Detail oriented • Experience with administrative tasks • Proficient with Microsoft Office products (Word, Excel, PowerPoint) • Able to learn other software products (Planning Center Online, Adobe, etc.) • Strong commitment to excellence
Best Personality Traits	Outgoing • Warm • Organized • Dependable • Neat
Passion For	Serving others and achieving excellence in all that you do

ANTICIPATED TIME COMMITMENTS: This is a part-time position requiring 28 - 32 hours per week Tuesday through Friday.

RESPONSIBILITIES:

Provide professional administrative support to the Church Staff & Ministry Leaders

- Assist Pastors/Directors with day-to-day administrative tasks including making phone calls, copies, ordering supplies, and entering data into our church management software.
- Assist with the preparation of the weekly bulletin and other print materials.
- Prepare and manage correspondence including letters, cards, and emails.
- Review CEFC Website and App for accuracy.
- Welcome visitors, answer phones, and make phone calls.
- Communicate information to members of the congregation and the church staff.
- Assist with larger scale church events occasionally
- Other administrative duties as assigned.

EXPERIENCE:

1-2 years in administrative or support role

QUALIFICATIONS:

- A growing, active relationship with Christ
- Strong attention to detail
- A warm, welcoming demeanor
- Proficiency with Microsoft Office products (Word, Excel, PowerPoint) and an ability to learn other software systems.

To apply, applicants should submit a **cover letter and resume** to resume@cefc.church.