

Overview

Christ Community is a growing church in the suburbs of Charlotte, NC. As the Lord continues to send more and more families our way, our church has need of a talented administrative assistant with a broad range of skills. This person will help advance the mission of Christ Community Church by helping our ministry staff work effectively and efficiently as well as by helping the church communicate clearly.

Responsibilities

- Assist in church communication including minor website updates, ministry emails, correspondence, and social media updates.
- Maintain and utilize our church management software applications including the database, groups app, events app, and resources app.
- Anticipate, seek, and read the Associate Pastors; actively looking for ways to take things off their plate in order to make them more effective and efficient.
- Take the lead in coordinating pastoral care for the ill and bereaved by informing the pastors, sending cards and flowers, etc.
- Coordinate luncheons, meetings, conferences, and special projects. Including, but not limited to: agendas, reservations, materials, and minutes.
- Filing, data entry, mail sorting, mass mailings.
- Assist the pastors with receipts, invoices, and check requests.
- Coordinate the logistics for membership, baptism, small groups, and discipleship groups.
- Help manage the flow of phone calls, appointments, and drop-in-visitors to the church office.
- Represent the church with integrity and warmth in dealing with members of the congregation, other churches, and the community at large.
- Help with preparation in various ministries, including children, students, women's ministry, men's ministry, small groups, and other ministries and events as needed.
- Be the first point-of-reference for any Lake Norman Christian School related issues or questions.
- Other duties as assigned.

Qualifications

- Must model a deep commitment to Jesus.
- Must agree with the Baptist Faith and Message, 2000.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must be highly organized with an attention to detail.
- Must possess an attitude of service with a drive to accomplish the mission of Christ Community.

Details

- Schedule: 40 hours per week, generally Monday thru Friday. Some nights and weekends required.
- Reports to Discipleship Pastor.
- Full-time with benefits, salary commensurate with experience and education.

Interested candidates should submit their resume and cover letter to Stuart Owens at stuarto@ccchuntersville.com.