



CROSSPOINT

C H U R C H

**Administrative Assistant to the
Hutchinson Pastor
PART-TIME (20 HRS/WK)
LOCATED IN HUTCHINSON, KS**

ROLE SUMMARY

The Administrative Assistant to the Hutchinson Pastor serves on the CrossPoint Hutchinson leadership team in helping the Hutchinson Pastor track & accomplish administrative details. While repetitive tasks are certainly part of this position, the tasks can vary from week to week based on the Hutchinson Pastor's needs and the needs of the church. The most important responsibility of this position is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, flexibility, and positivity in order to support the work of the church.

QUALIFICATIONS

- Fulfill the duties required of CrossPoint Partners
- At least 2 years of church volunteer experience
- Proven follower that can receive instructions and carry those out
- Ability to anticipate, enjoy and thrive in a rapidly changing environment
- Affirmation and a general agreement with the Baptist Faith and Message
- Must be able to pass a federal and state background check
- Agreement with CrossPoint Church employee standard of conduct and expectations

GIFTS AND ABILITIES

- Detail-oriented and organized
- Self-starter and disciplined
- Quality communication both written and orally
- Adaptable to changes in roles and responsibilities
- Sense of humor and personable
- High level of discretion
- Humble and teachable
- Demonstrated gifts and enjoying administration tasks
- Affinity for Technology

SPECIFIC DUTIES & RESPONSIBILITIES

- Communicating on behalf of the Hutchinson Pastor both internally and externally
- Email management on behalf of the Hutchinson Pastor

- Running errands and attending in person meetings multiple times per week
- Calendar management and scheduling (both personally and professionally)
- Varying administrative tasks and coordinating including the use of our church database system
- Assist in human resource processes and tasks
- Assist with other projects as assigned by the Hutchinson Pastor

Position Type: Part-Time

Reports To: Hutchinson Pastor

Schedule: Tuesday - Thursday (9am-4pm)

Pay: \$15/hr

Time Off: As needed

Benefits: None