



## Christ Community Church Job Description

**Job Title:** Outreach Administrative Specialist

**FLSA Status:** Part-Time, Non-Exempt

**Work Days/Hours:** Up to 25 hours per week. Day/Hours to be determined by the Outreach Pastor.

**Weekend Responsibilities:** This position has no regularly assigned weekend duties and responsibilities. However, weekends may occasionally be required and are assigned by the Outreach Pastor.

**Ministry Purpose:** This position is responsible for supporting and assisting the Outreach Pastor in the advancement of CCC's mission of "Helping all people find freedom in following Jesus" while performing duties and responsibilities primarily in the areas of administrative and Local Outreach support for the Outreach Ministry.

### **Ministry Qualifications:**

#### **Character:**

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3: "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Purposes and Vision for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that champions the needs of the Church and the Outreach Ministry
- Advance CCC's culture of grace seeking unity in the essentials, charity in the non-essentials, and exalting Christ in all things.

### **Competency—Skills:**

- Demonstrate proven experience in administrative and technical support.
- Understand the unique discipleship and logistical needs of a growing church community.
- High degree of technological proficiency in utilizing MS Office, Google Suite, and various online applications.
- Ability to build and maintain relationships with partner organizations and key volunteers.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.

### **Chemistry—Relational Abilities**

- Appreciate the God-given personalities and spiritual giftedness of others while exercising a spirit of discernment and deference.
- Resolve relational and professional conflicts in a timely manner while extending and receiving forgiveness.
- Develop intentional, meaningful relationships with staff, volunteers, community members, and the Church.

### **Duties—Administrative**

1. Assist with the day-to-day operations of the Outreach Ministry to include but not limited to answering incoming calls, receiving office visitors and guests, responding to email communications, maintaining missionary rosters, facilities scheduling, calendaring, CCC Weekly requests, making copies, receiving and distributing incoming mail, maintaining budgets, etc.
2. Serve the Outreach Ministry and Teams by coordinating food, supplies and materials in addition to overseeing the set-up/tear down of meetings and special events.
3. Attend and participate in monthly All-Staff Meetings, weekly Team meetings, weekly Stand-Up meetings, and other meetings as needed.

4. Assist in the coordination and deployment of short-term mission trips which includes, but is not limited to: receiving and reviewing applications, making travel arrangements, reserving airfare tickets, securing visas, researching individual insurance, receiving support monies, making overseas arrangements for housing, meals and agendas, assisting with training materials, and resources, etc.
5. Assist with the mobilization and management of international missions and local outreach volunteers.
6. Conduct research regarding travel, insurance, applications, references, projects, programs, and other related focuses as assigned by the Outreach Pastor.
7. Assist in the planning, coordination, and execution of Outreach special events/programs to include Operation Christmas Child, Sheep Drive, and the Kingdom Impact Offering.
8. Assist in the coordination of designated Outreach service opportunities.
9. Collaborate with other Ministry areas to ensure the mission, vision, and values of CCC are exemplified and accomplished.
10. Assist in processing and maintain a documented history of the Family Outreach requests while following the pre-established application process.
11. Apply and utilize the master church database for the completion of Ministry assignments to include, but not limited to volunteer management, scheduling, attendance, event management, reports, and related Ministry data.
12. Perform other related duties as assigned by the Outreach Pastor.

#### **Duties—Local Outreach**

1. Develop, cultivate, and maintain relationships with all Local Outreach partners.
2. Assist in recruiting, equipping, deploying, and encouraging Local Outreach volunteer leaders and POCs.
3. Assist in serving as the POC for Local Outreach Ministries as needed until the recruitment and training of lay POC's has occurred.
4. Participate in Local Outreach Committee meetings in collaboration with the Committee Chair and/or the Outreach Pastor to include preparing the agenda

and drafting the meeting minutes.

5. Perform other related duties as assigned by the Outreach Pastor.

### **Minimum Qualifications**

#### **Education:**

High School Diploma. Some College coursework.

#### **Experience:**

Two (2) years of responsible work experience preferably in the area of administrative support.

**Skills:** Excellent written, verbal and interpersonal communication skills. Proficiency using MS Office (Word, Excel, PowerPoint) and other online platforms.

#### **Physical Requirements:**

Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and reach. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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