



JOB TITLE: Administrative Assistant
REPORTS TO: Chief of Staff
HOURS: 20 hours per week/non-exempt

PRIMARY PURPOSE: The primary purpose of this position is to provide direct administrative and project support to the Chief of Staff, Lead Pastor, and Executive Director.

PRIMARY RESPONSIBILITIES

- ADMINISTRATIVE
 - Support Chief of Staff with the HR process, planning of staff events, calendar, Session, internal database, monthly expense report, run errands, payment requests, other duties as assigned
 - Manage Lead Pastor calendar, daily calendar reminders, monthly expense report, other duties as assigned
 - Support Executive Director when needed, including extended support during budget cycles
 - Point of contact for Front Desk Volunteer Team, guests of the Ministry Center, office support
 - Maintain and order office supplies
 - Ability to juggle multiple tasks and last minute assignments
- HOSPITALITY
 - Weekly Pastoral Team lunch, staff coffee, sermon review meeting, monthly MLT meeting, monthly Session dinner, bi-annual Session offsite events, staff team building events
 - Maintain supply of snacks, drinks, etc.

SECONDARY RESPONSIBILITIES

- Be "All In" on CPC's staff values: trust, team, innovation, fun
- Humble, hungry and smart
- Demonstrate strong organizational and time management talents
- Complete confidentiality and trust required
- "Believe the best" about/build positive relationships with all CPC employees
- Love, affirm and appreciate volunteers like crazy
- Demonstrate a professional and positive attitude
- Seek and act upon ways to increase your work effectiveness
- Perform all duties to meet deadlines
- Perform other duties as requested by CPC leadership

SPECIFIC SKILLS REQUIRED

- Administrative Assistant, gift of hospitality and project manager experience
- Strong relational skills
- Ability to put others first, anticipate needs and create margin for leadership
- Strong Google Suite, Excel, Powerpoint, database and MAC talents
- Work with all levels of an organization in a confidential, professional manner

Please send resume to Carol Mascali, Chief of Staff carol@cpcdanville.org