

Ministry Description:
Administrative Lead/Communication Manager

Accountable to: Lead Pastor

Position Description:

The ideal candidate is a Christ-follower, committed to the Crossroads community and its ministries. The candidate possesses strong communication and written language skills and is a flexible team player, adept at multi-tasking, and is familiar with standard office procedures and computer programs, including Microsoft Office and accounting software.

Duties and Responsibilities:

- 1) Communication: (40% time allocation, Priority A)
 - Supervise creation and editing of all media supporting weekend worship
 - Provide editing support for other media as requested by ministry staff
 - Create/edit promo materials and mailings for specific ministries and special events
 - Play a role in website development and maintenance
 - Facilitate communication between ministry teams
- 2) Volunteer Coordinator: (20% time allocation, Priority A)
 - Recruit, train, and supervise volunteers to assist with administrative support, matching individual gifts with ministry needs
- 3) General Administration (30% time allocation, Priority B)
 - Oversee office staff
 - Provide basic office support: phones and reception
 - Plan special events
 - Support ministry staff
 - Handle practical details to support ministry vision
 - Coordinate building uses and schedules
- 4) Business: (10% time allocation, Priority C)
 - Create financial reports
 - Create and oversee employee handbook and policies
 - Handle basic human resources duties
 - Supervise database weekly updates
- 5) Personal Development & Commitment
 - Wholeheartedly believe in and be willing to live out the vision, core values of Crossroads Church.
 - Participate in ministry staff meetings and events.
 - Be committed to personal and professional growth by continuing to develop personal gifts and skills through conferences, seminars, classes, etc.

Desired Skills/Abilities:

This person must be a leader who has the ability to work with and coordinate information with a number of people. Administration and Communication are key gifts that are needed for this position. The Administrative Lead is the first face in the office, and they will help shape the policies and procedures of the office. This person must be a person who cares passionately about Crossroads Church. They must be a person of strong character and spiritual maturity. They will be a key leader in the staff team, and must be able to network and recruit volunteers for the office and the team as a whole. They must have a good knowledge of the Microsoft Office, and accounting software and the ability to develop mailings as needed.

Beneficial Spiritual Gifts:

Administration, Leadership, Discernment & Wisdom

Time Requirements:

This position is a part-time salaried position, 28 hours/week distributed over five work days.

To Apply:

Submit a letter of application, resume with references, and a description of your faith journey (one page or less) to Pat Ridpath. Applicant review begins Monday, May 12th.