

Office Manager & Assistant to Director of Community Outreach and Engagement

Role Description

Position Summary: Our Office Manager and Assistant to the Director of Community Outreach & Engagement serves as one of our first responders to those who have questions about our church, are looking for connection, or would like to connect with a Pastor for care or biblical counsel. Likewise, this person works across departments for centralized requests such as calendaring/ministry planning, they'll oversee our (CRM) database as an administrator and serve as liaison for many outside groups who utilize our facility.

In addition to Office Manager duties, this person will also work as an assistant to the Director Community Outreach & Engagement, assisting with emails, calendaring, to-do's, meetings and with campus-wide project management. This person will also be assisting, developing and equipping cascading departments to succeed in the mission and vision of 3Crosses -- with new ideas, systems, training, and support.

Uplink: Director of Community Outreach & Engagement

Department: Community Outreach & Engagement

Classification: Ongoing; Full time; Non Exempt; 40 hours a week

Works Closely with: All departments

Key Areas of Responsibility and Oversight:

- Wedding, Funeral, Memorial Coordinator
- Master Calendar Administrator
- my3Crosses Database/CRM Administrator
- Responsible for Main Office Email, Voicemail, Phones, Copy Machines
- Assistant to the Director Community Outreach & Engagement: assisting with emails, calendaring, to-do's, and meetings; campus-wide project management; assisting, developing and equipping all cascading departments to succeed -- with new ideas, systems, training, and support
- Other relevant duties & special projects as assigned by uplink

Qualifications

- Strong relationship and commitment to Jesus Christ
- Demonstration of Deacon Qualifications (1 Tim. 3:1-7)
- Willingness to extend the heart and mission of 3Crosses into the surrounding community
- Warm, ingratiating personality with the ability to say "no" when necessary

Schedule: 40 hours a week - Monday through Friday, 8:00am to 4:30pm

Candidate Profile

Skills:

- Organized
- Detail Oriented
- Strong Oral, Written and Technical Communications Skills
- Database Proficiency (CCB or related)
- Technological Skills Necessary to Improve Quality / Efficiency / Workflow (e.g. formatting/design, workflow management, project management)
- Google Apps

Experience:

- 3 years office administration/management experience

Spiritual Gifts:

- Enthusiastic dedication to 3Crosses ministry and vision, including a growing relationship with Jesus Christ
- Administration