



Administrative Assistant Job Description

Reports to: Communications Director

Employment: 15 - 20 hours/week

Classification: Hourly / non-exempt

Date: Immediate (by June 1, 2023)

Apply: Send resume and brief letter of interest to gabe.pryor@ccen.org & libby.larro@ccen.org

City Church of East Nashville is in search of a part-time **Administrative Assistant**. This role is primarily focused on communications, calendar management, and coordination as well as office management related to scheduling, vendors, and files. Currently, this is a part-time position (approximately 15 hours per week), but may develop into a full-time as the needs of the church increase or as the role changes. Parts of the job can be done remotely, but presence/coverage at CCEN on Sunday mornings and in the office a few weekdays is required. Reports to Communications Director (referred to as CD throughout this document).

The ideal candidate is someone with the following:

- An enjoyment of writing and communicating so that people feel connected, informed and welcomed. ● Personal skills, including but not limited to, proactive, thorough & prompt communicator; detail-oriented; takes initiative; dependable follow-through.
- Professional skills, including but not limited to, CMS-type database experience/familiarity; Macbook and/or Microsoft Office for Mac familiarity a plus; proficient in G Suite for Business.

Key Responsibilities:

- Printing all bulletins/materials for Sunday services and any special events, as assigned by Communications Director
- Receive and send all weekly updates to schedule/announcements and notify Communications Director of any changes prior to Wednesday announcements email and bulletin creation each week. ● Seasonal tasks related to Advent, Christmas, Easter and annual staff/leadership retreats and events. ● Assist Admin

& Communications Director with CHMS software, including data input, organization, and scheduling communications

- City Church Calendar assistance: Receiving all updates to Sunday worship schedule, monthly meetings, special events, activities by ministry, etc and updating Google and app/website calendars with new events. Sending invites, reminders, RSVPs, etc., as prompted by CD.
- Liaise with Auxilio (third party), as directed by CD.
- Ordering: Communicate with Facilities, Events, Children's and Welcome Teams about any supplies needs and assist with ordering/receiving supplies, as needed.
- Stewardship of related budget areas and accountability for expenses (expense planning, monthly credit card reports). Update Communications Director quarterly of budget status.
- Assist CD with scheduling facility use, including communications with Facilities and Children's Ministries, as needed.
- Point of contact & coordinator for facility vendors, including landlord. Contacting, scheduling, follow-up. ● File folder oversight and organization in coordination with Auxilio (physical files and digital files, especially Google Drive).
- Oversight of mail and distribution to staff and teams, as needed
- Collaborate with CD during annual planning/budget season.
- Communicate and coordinate with all Comm teams, as directed by CD.
- Assist CD with monthly activities such as MLM, prayer meetings, High Tea, and any special events (such as potluck, family dinners, retreats, etc).
- Assist CD with CHMS software (Subsplash), including maintaining/updating the database of members/regular attenders.
- Weekly giving deposits (mail and in-person giving), including record-keeping and communication with the bookkeeper (Auxilio).
- Maintaining office equipment and supplies (ie: copier, etc.)
- Communication with Facilities Team for any office maintenance needed.
- Assist Facilities Team with communication with cleaning company.