



Job Title: Administrative Team Associate

Reports to: Administrative Director

Classification: Full-time, non-exempt, 32 hours, Sunday mornings and Wednesday evenings required.

Position description: To provide administrative support to the staff at Calvary and to provide a welcoming and engaging experience for all, with special attention to leading people into a growing relationship with Jesus.

General expectations:

- Live out a personal relationship with Jesus.
- Participate in Calvary's Growth Track (Regular worship, small group participation, small group serving, and tithing/working towards a tithe at Calvary.)
- Perform all duties with integrity, humility, and grace with all Calvary staff, leaders and guests.
- Adhere to Calvary policies, procedures, and beliefs as expressed in our mission, vision, values and in compliance with the staff handbook

Key responsibilities:

- Collaborate with and support the staff at Calvary as a part of the Administrative Team. Specific ministry assignments will be made based on need and availability. This will include administrative support to the NextGen team by:
 - Create and process registrations
 - Help manage and coordinate communications
 - Schedule events and update information in the church management system
 - Manage and assist the NextGen Guest Experience Team
 - Assist the NextGen staff in preparation and execution of any programming
 - Coordinate and connect with families who are seeking infant Baptisms

Knowledge and skills desired:

- Demonstrate strong communication (oral and written) and excellent relational skills
- Ability to think on one's feet, problem solve with a solution-centered approach
- Work well as a part of a team
- Strong organizational skills
- Comfortable with technology and able to absorb new technology and processes quickly
- Prior work experience in a large church environment, and a commitment to confidentiality

Key attributes:

- Self-aware, teachable, collaborative, fun, honest and a servant's heart.



- Adaptable, flexible and possesses a positive attitude