

## **POSITION DESCRIPTION**

**TITLE: CLC PIQUA ASSISTANT**

**REPORTS TO: CLC PIQUA SITE PASTOR**

*Part Time (16 hours)/Non-exempt/Hourly*

### **PURPOSE:**

To support the Pastor of the CLC Piqua site by recruiting volunteers, coordinating their serving opportunities and providing them with administrative support when needed. To also be responsible for a variety of administrative and general office duties.

### **WORKING RELATIONSHIPS:**

1. **Accountability:** The CLC Piqua Assistant is directly accountable to CLC Piqua Site Pastor. He/she is also accountable for all official and functional procedures and policies of Christian Life Center. This position remains ultimately accountable to the Senior Pastor of Christian Life Center.
2. **Cooperation:** The CLC Piqua Assistant is expected to engage in mutual cooperative actions and relationships with the staff and congregation of the church.
3. **Loyalty:** The loyalty and support to the Senior Pastor and the rest of the staff is absolutely necessary. On occasion you may not agree with the philosophy or procedure used, but your total support is necessary.

### **JOB REQUIREMENTS:**

- Spiritual maturity and commitment to a Christian lifestyle and to CLC's Passion in Ministry values
- Attends weekly service and is actively involved in serving opportunities at CLC
- Good team leading/building skills and positive human relations skills
- Good verbal and written communication skills; ability to multi-task and work in an ever changing environment
- Attention to detail; good time management and organizational skills
- Has understanding of the business policies and practices of the church and works with confidential information
- Trainable – willing to learn and grow in position
- Self-motivated; pro-active with strong computer skills, including Outlook, Word, Excel, and PowerPoint. Operate office equipment including phone system, copiers, and computers; input and retrieve data and text; organize and maintain filing
- Demonstrated skills and previous administrative experience necessary

### **JOB RESPONSIBILITIES:**

- Facilitate a friendly and positive first impression for CLC Piqua – this includes receptionist coverage for this facility.
- Create and provide leadership to an expanding network of volunteers, including coordination of weekly serving opportunities and administrative support.
- Provide administrative assistance and support to Piqua Site Pastor and other staff and volunteer leaders.
- Provide effective and timely follow-up for guests of CLC Piqua
- General secretarial duties which includes answering calls, typing correspondence, and maintaining files.