



Seeking: Serve Ministry Administrative Assistant (25 hours/week)

Maximize your impact at a church that seeks to be a good steward of its local, national, and global opportunities. Stretch your God-given gifts alongside teammates equally motivated to offer God their very best. Join a staff culture that seeks to connect all people to life-defining relationships in Christ.

This position will offer a flexible part-time schedule on weekdays between 8AM-5PM, with occasional evening and weekend responsibilities. We are looking for someone who enjoys connecting with people through the use of their administrative gifts. Someone who is organized and capable of completing a variety of weekly tasks in a timely way.

It's your one and only life. Invest it well.

We are looking to hire exceptional men and women who are hungry to grow personally—in their spiritual, relational, and physical lives— and to help our serve ministry thrive as we connect with the community in a variety of ministries. With your unique gifts, talents, and passions, you may be a fantastic fit for our staff team.

Christ Community Church of Ames seeks men and women desiring to use their gifts and talents to make Kingdom impact. Through development and training, the staff at Christ Community Church have opportunities to grow in all areas of their lives—making a job much more than a day-to-day task.

What might God do through you at Christ Community?

Please submit your completed application (resume, *optional*) to:

Kip Hamby, Pastor of Outreach
Christ Community Church
5501 George Washington Carver Ave.
Ames, Iowa 50010

Or | khamby@ccames.org

Questions? | Kip Hamby | o 515.232.2765

The logo for "LIFE Together" features the word "LIFE" in a bold, black, sans-serif font, followed by the word "Together" in a red, cursive script font. The logo is positioned in the bottom left corner of the page, which has a dark blue footer bar with a red diagonal stripe.



Winter 2020

Serve Administrative Assistant

Position Description

The responsibilities of this position can be divided into the following three categories:

Logistical Support

This staff member will support the ministry of the Serve ministry team with preparation and physical arrangement for events-related ministry such as training and outreach events. These support tasks include but are not limited to:

- Timely maintenance of the missions related database
- Acquisition of needed printed materials, supplies, food, etc.
- Managing financial bookkeeping and logistical arrangements for mission/outreach projects, presentations, mission trips, and events including coordination and communication with volunteers and leaders.
- Perform the critical office functions for support and organization of the Serve staff.
- In coordination with Serve leadership, track and report progress of ministries through established metrics.

Communications Support

General duties required to support the on-going Serve ministry at Christ Community include the following:

- Initiate updating the content for Serve web pages and other publicity with the communication team.
- Keep Serve information and key communication pieces up to date.
- Coordinating communication initiatives with the Serve staff and the communications team
- Manage communication with key volunteer teams for global outreach and community service.
- Assist in scheduling meetings and appointments for Serve ministry staff and volunteer leaders as needed.

Upward Sports Program Support

- Manage Upward Sports registrations using the Upward League Manager database.
- Receive, record, and deposit Upward Sports registration payments.
- Place orders for Upward supplies, equipment, and uniforms in coordination with the Upward Program Director.
- Assist with Upward Evaluations and Coach Training check-in for all Upward sports.
- Prepare and organize any necessary items for distribution to Upward coaches/players.
- Assist the Upward Program Director with Upward game day preparation administration.
- Occasionally attend an Upward Leadership Team Meeting or Celebration event if requested.
- Update the church database as needed with Upward player and coach information.
- Coordinate calendars and communication for Upward with designated Support staff.
- Assist in the promotion of Upward through online and social media platforms.

In addition, the Serve Administrative Assistant will meet the following criteria:

Minimum Qualifications

- Agreement with the mission and beliefs of Christ Community Church Ames.
- Minimum of high school diploma.
- Understand and carry out oral and written directions.
- Working knowledge of standard office equipment, procedures, and practices.
- Proficiency in the following computer applications: Microsoft Office suite of applications, desktop publishing, email, and web-based applications.
- Good communication and conflict resolution skills.
- Be a self-starter and work independently in the absence of specific instruction

Administrative Skills

- Proficiency in the use of a computer, specifically word processing, spreadsheet, desktop publishing, and database management.
- Public relations skills in person or via phone and e-mail.
- Clear written communications skills to be used in producing brochures, announcements, e-mail, etc.
- An ability to organize and prioritize several ongoing tasks.

Personal Qualities

Ministry is a people intensive endeavor. The following traits are desired in this support staff member.

- Flexibility – the ability to handle change or the unexpected.
- Forbearance – the ability to bear with people, extending grace and forgiveness.
- Compassion – the ability to respond to the personal needs of others with wisdom.
- Winsome - bright spirit in interpersonal interactions.
- Assertiveness – the ability to set limits and say no when unreasonable requests are made.
- Humility – seen in a willingness to serve others.

Reporting and Accountability

The Serve Administrative Assistant is a member of a professional ministry team. The compensation for this position is based on an up to 29-hour work week for 52 weeks of the year. The specific weekly schedule is to be mutually agreed upon by the administrative assistant and the Pastor of Outreach. Some flexibility is required in the schedule for this position. This position will be required to work occasional evening and weekend hours.

The Pastor of Outreach will provide direct supervision. The assistant will be indirectly accountable to the Executive Pastor who oversees all church personnel and who participates in regular performance reviews of the entire staff.

A probationary period of three months will apply to all new employees. The Executive Pastor, together with the supervising pastor will provide a performance review after three months and, at least, annually thereafter.

CHRIST COMMUNITY CHURCH
5501 GW Carver Ave. Ames, Iowa 50010 (515) 232-2765

Position Title: Serve Administrative Assistant

Personal Information

Name _____ Date: _____
Present Address _____ Apt. _____
City _____ State _____ Zip _____
Preferred Telephone Number _____
Email _____
Social Security Number _____
Are you legally eligible for work in the U.S.A.? Yes ___ No ___
Have you served in the military? Yes ___ No ___
 If yes, branch and dates served _____
May we run a credit check on you? Yes ___ No ___
May we run a background check on you? Yes ___ No ___
Are you currently working? Yes ___ No ___

Employment History (List information on jobs you have held, **starting with most recent**)

Employer _____
Address _____
Contact Person _____
Phone # _____ Email _____
Dates worked: From _____ to _____
Position held _____
Brief description of your responsibilities _____

May we contact this employer? Yes ___ No ___

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes____ No____

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes____ No____

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes ____ No ____

Education (List information on formal education you have received, starting with the most recent.)

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

Degree Received: (circle) BA/BS MA/MS PH.D Other _____

Major, minor, and/or concentration(s) _____

Awards and recognitions _____

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

Degree Received: (circle) BA/BS MA/MS PH.D Other _____

Major, minor, and/or concentration(s) _____

Awards and recognitions _____

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

Degree Received: (circle) BA/BS MA/MS PH.D Other _____

Major, minor, and/or concentration(s) _____

Awards and recognitions _____

Briefly describe other life experiences you believe we should consider as we review your application.

Application Instructions

Applications must be received at the address below on or before Friday, January 29th 2021.

Applications must include

- 1. RESUME | a copy of your resume**
- 2. REFERENCES | names of and contact information for three references**
- 3. RETURNED FORM | a completed and signed copy of this form.**

Mail application to:

Kip Hamby, Pastor of Outreach
Christ Community Church
5501 George Washington Carver Ave
Ames, Iowa 50010

Or E-mail: khamby@ccames.org

Release Authorization

All information provided on this application is accurate to the best of my knowledge. I agree that all this information may be released to leaders in your church who are involved in the hiring process. I further agree that interested persons may contact any references given and I release any references from liability for information supplied. I understand that a standard criminal background check may be made as part of this application process and authorize such a check to be made as needed.

Signature _____