

Communications and Production Administrative Assistant

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. For many people, that journey often begins with a visit to our website or one of our weekend services. Our Communications and Production team strives to create environments online and in-person that inform, educate and inspire people to take the next step to building a relationship with Jesus and with others.

Our Communications and Production Admin will work diligently to keep this team organized and informed by providing exemplary administrative support, assistance and encouragement. They will also assist with social media, volunteer scheduling, budget monitoring, ordering, shipping, etc.

This position is perfect for an enthusiastic individual, whom God has gifted with exemplary organizational skills and outstanding communication abilities. A little tech-savviness would be super helpful as well.

Responsibilities:

Communications:

- Filter and first contact for Communications Requests
- Assist with non-graphic website updates
- Manage and keep track of all items sent to the printer
- Research for future projects.
- Complete Templated Design Projects (Wayfinding, Business Cards, Name Badges, etc.)
- Copy Editing
- Assist with file requests and organization in Dropbox
- Send weekly Livestream analytics to the count team.
- Assist with answering comments, direct messages and questions on Facebook and Instagram pages.

Production:

- Maintain Production Team Volunteer Queue
- Manage Creative Arts request form submissions
- Update Weekend Slack Channel
- Administrative Support for Stage Resets
- Print Service Plans and Host Cards
- Create Welcome Packages for New Volunteers
- Updating Production Calendar

General:

- Assist with scheduling volunteers
- Reserve Rooms and Resources as needed
- Utilize and Manage Asana for workflow
- Responsible for all ordering, shipping items, etc.
- Run errands as needed
- Take notes in necessary meetings
- Contact and schedule new and potential volunteers
- Assist Pastors with Receipts and Budget Monitoring
- Perform general office duties such as copying, filing, mailing, etc.
- Answer/return phone calls and emails as requested

- Organize workflow and synchronize various platforms
- Attend admin meetings and communicate if there is anything coming up that is not already on our radar
- Respond knowledgeable to all general ministry questions, both internally and externally, via phone and email.

Requirements:

- The heart of a servant
- Pursues Christ-likeness daily
- Demonstrates strong technical aptitude and stronger interpersonal skills
- Minimum Education: College degree or High School Diploma and equivalent experience
- Minimum Experience: Two years in a professional, administrative role
- Preferred Experience: Three Years in a professional role, church or non-profit organization

Crossing Staff Commitments:

- Attend bi-weekly admin meetings and weekly department meetings
- Attend monthly All-Staff meetings and occasional “All Hands on Deck” staff events
- Participate in quarterly staff Prayer Days
- Attend any required conferences or seminars
- 28 Hour work week

Crossing Staff Values:

- We're in this Together
 - Respect and respond to each other's' thinking wavelengths
 - Invest in relationships
 - Pursue cross departmental conversations and collaborations
 - Seek the greater win (The Crossing) over the personal win (my ministry)
- Live in the Tension
 - Between the need for change and the desire for consistency
 - Between engaging in the present and planning for the future
 - Between creativity and structure
- Be Hungry to Heal, Learn and Grow
 - Practice self-awareness
 - Set healthy boundaries
 - Be solution-focused
 - Passionately pursue my relationship with God