

# Midtown Campus Administrative Assistant (Part-time)

## Who we are

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. This journey often begins when someone steps foot into one of our dynamic weekend worship environments that are filled with Bible-based, thought provoking messages, exciting music, thematic videos and other creative elements. Our Midtown Campus Team strives to create environments that inspire people to take the next step to building a relationship with Jesus and others.

## Where you fit in

The Midtown Admin (Part-time) will work diligently to keep the staff and team leads organized and informed by providing exemplary administrative support, assistance and encouragement. This position is perfect for an outgoing individual, whom God has gifted with exemplary organizational skills and outstanding communication abilities, and who is adaptable and flexible for last minute needs & errands, or program changes.

## What you'll be doing

### Midtown Needs:

- Ordering, cleaning, and restocking the Green Room
- Assist in managing the ministry team calendar and room scheduling
- Assist in ordering items needed for creative elements and other programming needs for Midtown
- Assist in contacting and scheduling new and potential volunteers

### General:

- Assist pastors/team leads with receipts and budget monitoring
- Perform general office duties such as copying, filing, mailing, etc.
- Answer / return phone calls and emails as requested
- Purchase items for ministry as needed
- Organize workflow and synchronize between Google Docs and Rock
- Attend weekly admin meetings and communicate if there is anything coming that's not on the radar
- Respond to all general ministry questions, both internally and externally, via phone and email
- Run errands as needed
- Other related duties as needed

## What you'll bring to the team

- Minimum Education: High School Diploma
- Minimum Experience: Two years in professional administrative role
- Demonstrates strong technology experience (Gmail, Google Docs, Word, Excel, Rock, etc.)
- Preferred Experience: Three years in an equivalent church setting or non-profit organization
- Preferred skills: bilingual in Spanish and English
- Must pass a pre-employment background check

- Proof of legal authorization to work in the United States

### **What's expected of you**

- The heart of a servant
- Exhibit spiritual maturity
- Possess strong verbal and written communication skills
- Pursue Christ-likeness daily
- Attend needed cross-functional meetings and department meetings
- Attend monthly All-Staff meetings and occasional staff events
- Participate in staff Prayer Days
- Attend any required conferences or seminars
- 28 hour work week

### **Staff Values**

- We're in this Together
  - Respect and respond to each other's Thinking Wavelength
  - 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 being 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