**Ministry Assistant**

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Job Details

Job Location: Cornerstone Inverness, FL

Remote Type: On Campus

Position Type: Full Time

Summary and Qualifications

**Summary**

The Ministry Assistant is responsible for fulfilling the vision of Cornerstone through administrative and logistical support. This individual is a team player who does whatever it takes for the success and well-being of Cornerstone through shared responsibilities among the staff team as needed.

**Qualifications and Requirements**

* Administrative gifting; strong organizational skills, detail-oriented
* Ability to communicate clearly and professionally
* Excellent written and verbal skills
* Gifted in data entry and tracking
* Anticipates needs and manages time well
* Discretion in handling personal and/or confidential information
* Ability to multi-task numerous projects
* Preferred proficiency in Microsoft Office Suite, Planning Center, and quick learner of other digital systems
* Personal integrity and evidence of ongoing spiritual growth, as required of all church employees (church attendance, small group membership, giving, etc).
* High school diploma or equivalent
* Poses or able to obtain a Florida Notary
* A member of Cornerstone or willing and able to become a member

Responsibilities

* Participate in weekly staff meetings, offering input and ideas that help any and all aspects of the ministry.
* Help in building a healthy team culture.
* Offer support to the Lead and Executive Pastor, including calendar management and financial reconciliations.
* Offer admin support to other staff members on a case by case basis.
* Help plan and execute campus events, including ordering and picking up supplies.
* Manage the office space (supplies, organization, etc).
* Coordinate campus communication management via Planning Center (website and database), email, phone, and mail.
* Campus calendar management, including submitting room reservations.
* Submit reimbursements and help with budget tracking.
* Connect people to next steps in the membership process.
* Monitor/Assign mail pickup and drop-off.
* Be a point person between the congregation and staff

This is a full time salaried position averaging 40 hours per week.

Additionally, there are a few weeks throughout the year, that require overnight travel to attend events (ie. conferences and meetings). To provide you ample planning time, these event times will be communicated in advance.

There are several times throughout the year that Cornerstone holds church-wide events in an effort to do whatever it takes to reach all people. All staff members are expected to serve at these church-wide events regardless of the positions they hold. Such events include, but are not limited to: Easter services, church-wide prayer meetings, Good Friday service, and Christmas services. Serving expectations will be communicated in advance of each event and, when possible, staff are given the opportunity to select the area in which they would like to serve.

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