



centre street church
christ at the centre
cchurch.ca

Administrative Assistant

~ Central Campus ~

Permanent Part-Time (20 hours/week)

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Our Central Campus team is prayerfully seeking an **Administrative Assistant** to join us on this exciting journey God has us on.

After reading and prayerfully considering this Kingdom opportunity, if you believe you would be a good fit for this ministry role please apply!

ROLE DESCRIPTION

- Manage database (ROCK) processes and communications in a timely manner for Central Campus guests who want to get connected
- Support Central Campus Leadership Team (CCLT) meetings with room booking and set up, participating in discussions and prayer, and taking/distributing Meeting Minutes
- Assist with organizing events for Central Campus team (e.g. *'Welcome to Church'*, *Christmas Eve and River Baptisms*)
- Provide administrative support such as, but not limited to, preparing cheque requisitions, providing reception coverage, scheduling meetings, preparing documents, and ensuring tasks are efficiently prioritized



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EXPECTATIONS

- Available to work at CSC Central Campus 3 days/week, with monthly responsibilities on weekends (*i.e. Baptism weekends*), and occasional evening commitments (*e.g. 'Welcome to Church'*)
- Participation in Staff Gatherings will be voluntary for the successful candidate and will not be included in paid time
- If not already a member, all staff are required to become a member of CSC within one year of hire
- Personal alignment with, support of and committed living out CSC's Membership Covenant, Statement of Faith, Personnel Policies, Code of Conduct, Job Performance Expectations, Team Values, Lifestyle Agreement (*as defined in the General Operating Bylaws and Letters Patent*)
- Understand, adhere to and champion established staff culture and leadership standards
- Adhere to and uphold CSC's Personnel Policies, Team Values and Staff Expectations
- Follow established coaching and performance management models (*e.g. Our Work Matters*)
- Execute the role to the glory of God, with excellence and an exemplary work ethic

QUALIFICATIONS

- Demonstrated spiritual gifts of Administration and Helps
- Excellent time management and organizational skills
- Proven ability to prioritize, multi task and work effectively in a multi person office environment
- Excellent working knowledge of Microsoft Word, Excel, Outlook & Power Point

APPLICATION PROCESS

Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.