



## **Administrative Assistant**

The Administrative Assistant position at CrossWinds Church (CWC) offers a unique opportunity to support effective ministry by exercising a wide range of relational gifts and communication and administrative skills.

### **General Responsibilities:**

- Play a key role in communication between Lead Pastor, church staff at both CWC Spirit Lake and Spencer campuses, the church body, and surrounding communities.
  - Utilize a range of traditional and web-based tools including publications, Realm (communication database), Planning Center (organization and scheduling), [CrossWinds.tv](http://CrossWinds.tv), and social media.
  - Create and edit content including staff communications and attendee informative media.
  - Maintain administrative calendar including activities, scheduling, postings, and communications related to church ministry and events.
- Maintain church database and promote attendee use of web-based tools. Model effective use of the database and provide relevant user support.
- Fulfill or direct church attendee requests.
- Plan, oversee, or assist with church meals and social events.
- Perform general office duties including but not limited to phone support, production of bulletins and worship service materials, messaging, scheduling resources, and other duties as needed.

### **Qualifications:**

Recognizing skills vary by individual, candidates must demonstrate a balance between relational gifts and technical skills. Examples of work will be provided upon request.

- Maintain high level of integrity, confidentiality, and other key values necessary to serve in a team environment.
- Demonstrate high level of organizational and communication skills.
- Communicate a passion for excellence and continuous improvement with a positive spirit.
- A self-starter and life-long learner; continually seek to acquire skills suitable to the role.
- Competent in Apple-based technology or demonstrates skill in an equivalent system.
- Display foundational skills to effectively utilize CWC ministry tools including social media, word processing, and spread sheets.
- Able to assume leadership of events and oversee volunteer teams.
- Capable of graphic production and editing.
- Formal education strongly preferred.
- A member in good standing at CrossWinds Church or other evangelical church.
- Affirms the EFCA Statement of Faith. <http://spiritlake.crosswinds.tv/our-beliefs>.

**Hours, Expectations and Benefits:**

- Office Hours — 8:30am to 5pm, including a one-hour lunch break.
- Participates in CWC Sunday activities as needed
- Occasional Sunday responsibilities include but not limited to meals, events and informational assistance.
- Paid Time Off (PTO) available upon start of employment.
- Eligible for participation in the CrossWinds Church Shared Healthcare Plan.
- Compensation commensurate with qualifications.

CrossWinds Church, EFCA is an equal opportunity employer.

*To apply contact Chris Rasmussen — [chris@crosswinds.tv](mailto:chris@crosswinds.tv) — [www.crosswinds.tv](http://www.crosswinds.tv)*