



## **JOB DESCRIPTION                      ADULT MINISTRIES ADMINISTRATIVE ASSISTANT**

Job Classification: Full-Time, Non-Exempt

Date: September 2023

### **SUMMARY**

Provide support for the **Adult Ministries of Cityview Bible Church**. This includes Marriage Ministries, Life Groups, Men's and Women's Ministries, and College & Young Adults (CYA). This position requires someone who is fully devoted to Christ, a committed member of Cityview, strong in administrative skills, highly organized and relational, and can work at a fast pace.

### **PRIMARY RESPONSIBILITIES:**

Working under the supervision of the Executive Pastor of Discipleship Ministries, this position will provide administrative support for:

1. **MARRIAGE MINISTRIES:** [Re/Engage & Merge] reserve rooms and ensure that they are set up for weekly gatherings; arrange and confirm childcare with facilities coordinator; manage and update the database (CCB); and make purchases for events and supplies.
2. **LIFE GROUPS:** support the Pastor/Director overseeing the groups ministry, which includes communicating with group leaders and coaches on a regular basis through various forms of communication; managing and updating the database (CCB); and coordinating logistics for monthly leader lunches and other training events.
3. **MEN'S MINISTRY:** support the men's core team for the monthly gatherings and events with food purchases and supplies; manage and update the database (CCB); and ensure that rooms are reserved and set up for special events, meetings, or Bible Studies.
4. **WOMEN'S MINISTRY:** support the Pastor/Director and the women's core team for the monthly women's events with food and supplies; arrange and confirm childcare with facilities coordinator; manage and update the database (CCB); and ensure that rooms are reserved for Bible Studies and any special gatherings or events.
5. **COLLEGE & YOUNG ADULTS:** support the CYA core team for regular onsite gatherings and events; purchasing food, supplies, or curriculum; and manage the database (CCB).

### **SKILLS & PRIMARY ACTIVITIES:**

1. Preferred administrative experience with understanding of various technical tools.
2. Willingness to be a team player and provide meaningful contributions to the staff.
3. Ability to assist in managing ministry budgets and tracking expenditures (receipts).
4. Provide support for church-wide events when needed (e.g. Easter, Christmas, C3, etc.).

### **REQUIRED KNOWLEDGE, ABILITIES, & QUALIFICATIONS:**

1. Agreement with the doctrinal statement, principles, and practices of Cityview.
2. Alignment with Cityview's mission, vision, and core values.
3. Willingness to submit to the leadership of the Elder Board of Cityview.
4. A growing and vibrant personal relationship with Jesus Christ.
5. Commitment to being teachable, accountable, and missional.



**COMPENSATION PACKAGE:**

1. Full-Time Non-Exempt: 40 hours a week
2. Employee Health, Dental, Vision, and Life Insurance
3. Health Reimbursement Account for qualified expenses
4. Paid Vacation and Sick Leave