



Job description: **Administrative Assistant
(Part Time)**

The Ministry Assistant plays a vital role in the life of CenterPoint Church by creating a warm first impression for everyone who walks through our doors while ensuring the administrative systems that support our staff and ministries operate with excellence. This is an in-person role.

Responsibilities

- Act as front line to in-person visitors and phone callers
- Oversee data entry from Sunday's Connect cards
- Support Ministry staff by performing tasks that allow them to focus on their own primary tasks. Including:
 - Write/print letters and other print material for pastors as needed.
 - Ordering requested church supplies including from Amazon, 4Over, etc
 - Help with minor grammar for editing
 - Gather requested supplies for local campuses
- Perform administrative office tasks
 - Sort and distribute received church mail
 - Organize and tidy the office on a weekly basis
 - Process Membership forms.
 - Prepare and mail baptism certificates
- Create basic graphic printouts and slides as needed using Canva
- Database management: comb through for duplicates and incomplete entries
- Oversee prayer request data entry and send to prayer teams.
- Send visitor letters to first-time guests
- Ensure office machines function correctly and efficiently; call for service as needed
- Supply management: inventory and reorder coffee supplies, office supplies, Kitchen Supplies, communion supplies, connect point supplies, brochures and other print materials, toner, event beverages
- Set up monthly communion carts
- Oversee volunteers to do mid week tasks such as organizing, shirt folding, communion tray prep

Qualifications:

- High school diploma or equivalent; some college or administrative coursework preferred
- Proficient in Microsoft Office and Apple office applications; able to learn new platforms quickly (experience with Planning Center, Canva, or church management software a plus)
- Warm, professional presence with strong phone and in-person communication skills — comfortable being the first face and voice people encounter
- Strong written communication skills with attention to grammar, tone, and detail
- Self-directed and reliable; able to manage multiple tasks and shifting priorities with minimal supervision
- Highly organized with a natural instinct for tidiness, systems, and follow-through
- Comfortable with basic data entry and database maintenance — accuracy matters here
- Discreet and trustworthy in handling sensitive pastoral and congregational information
- Aligned with CenterPoint's mission and values; a heart for serving both staff and church members

Schedule: 20 to 24 hours per week

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP.
- Be quick-paced.
- Have a servant attitude.
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

To apply: Send your resume to hire@cpchurch.com