

CityChurch Ministry Position Description

Ministry: Spiritual Formation – CityChurch

Position Title: Discipleship Administrative Assistant
Date: February 2025
Job Status: Part-Time (20-hours), Non-Exempt
Classification: Support

Primary Objective: Provide high quality and efficient administrative and organizational support to spiritual discipleship programs and classes.

Key Job Responsibilities include:

- Provide needed materials for classes, trainings and programs within the discipleship ministry on a weekly basis.
- Attend meetings to reinforce clarity, accountability, and results.
- Pursue a comprehensive understanding of policies/procedures to enact changes for efficiency/effectiveness while keeping staff aware of changes.
- Request appropriate rooms/resources and maintain up-to-date department calendar with accuracy and completeness.
- Acquire a thorough knowledge of discipleship programs/events to direct attendees to appropriate personnel.
- Respond to all program/event inquiries within 24 hours.
- Become proficient in CityChurch data management systems, maintaining databases with completeness and accuracy, and promptly providing reports when requested.
- Maintain streamlined administrative information systems and process requests/records accordingly.
- Be aware of the various needs which require a flexible schedule.

These duties are not exclusive and with consideration of your job requirements and other skills, the job description can be added to or taken away from at the discretion of your immediate supervisor.

Supervisory Responsibilities: None

Position Specific Competencies:

- Positive attitude, solution-oriented team player
- Strong organizational, verbal and written communication skills
- Superior knowledge and use of Excel, Word and technology
- Strong organizational and administrative skills
- Self-motivation and flexibility with changing environment
- Ability to exercise considerable discretion and independent judgement
- A heart for the lost and a passion to see all people believe and thrive in Jesus