



Job Title	Hamilton North Administrative Assistant
Location:	Hamilton North
Position Reports to:	Local Team (Hamilton North): Andrew Smiley Global Team (Administrative): Michelle Barnett
Status:	Paid, Part-Time, Non-Exempt
Pay:	\$13/hr
Hours per week:	8 hours *Flexible hours *Some responsibilities Monday morning *Tuesday morning HN team meeting (9 am 1 hr)

Position Overview

White River Christian Church exists to connect every life to Jesus. The Hamilton North administrative assistant will provide support for the team at our Hamilton North location through general administrative support and ownership of key administrative duties.

- Responsibilities**
- **Hamilton North Administrative Support**
 - Lead CCB usage and integration at HN
 - Maintain current information for all Hamilton North guests and members
 - Maintain and update CCB groups for HN team and ministries
 - Own the HN CCB calendar/updates
 - MIA reports (once a month)
 - Support the HN team
 - Coordinate and oversee logistics of HN events as needed
 - HN pastor support
 - Record and take minutes of team meetings
 - HN bin management/prepare bins for Sunday
 - iPad and walkie-talkie management/power
 - Some social media management and posting for HN
 - Run copy count report at the end of each month
 - Monitor and order any office supplies
 - Write and send Monthly HN e-mail newsletter
 - Communicate to WRCC facilities team about HN ministry center care and usage
 - Develop and maintain a volunteer base for various administrative tasks
 - **Other Tasks**
 - Pray for the pastors, staff, members, and participants at HN
 - Attend weekly team meetings of staff and volunteers as needed
 - Continue to grow as Christ follower and leader

Qualifications

- Personal relationship with Jesus Christ and alignment with the mission of WRCC
- Microsoft Office proficiency, Google and Google Docs experience, Mac experience preferred
- Ability to learn Church Management Software (Church Community Builder - CCB)
- Proven ability to organize, prioritize, and complete multiple tasks with minimal supervision
- Excellent relational skills
- Detail oriented
- Able to work with and recruit volunteers when needed