



**Position:** Outreach Administrative Assistant Part Time 20 hours a week

To help Cornerstone Church achieve its mission to help people know Jesus and make Him known, by assisting the Director of Outreach and Outreach Volunteers with administrative organization, communication, follow up and event planning.

**Responsibilities:**

**COORDINATE:**

- Reserve rooms for meetings/events
- Research and book itineraries for mission trip participants
- Secure insurance coverage for mission trip participants
- Arrange logistics with community partners for collection drives
- Plan volunteer schedule
- Coordination, delivery and pick up various items from/to different campus'

**ADMINISTRATIVE**

- Reconcile monthly credit card statements
- Write and submit Communications Requests
- Create online sign-up forms for outreach projects/events
- Follow up phone calls or emails with volunteers/community partners
- Track volunteer involvement
- Sort/file postal mailbox of Director of Outreach
- Keep volunteer ministry descriptions up to date and help write new ones

**MANAGE MULTIPLE PROJECTS**

- Organize work so that multiple deadlines can be met
- Prioritize time spent on individual projects
- Be a champion for outreach initiatives by encouraging participation of others and inviting them into the mix
- Be well versed in Cornerstone's multiple outreach efforts and able to invite others into the ministry

**WORK WITH INTERNAL/EXTERNAL PARTNERS**

- Participate in regularly scheduled staff meetings
- Participate in regularly scheduled Outreach meetings
- Work with volunteers
- Train volunteers as needed

**QUALIFICATIONS:**

- Good interpersonal skills and familiarity with church as an organization
- Self-motivated and willing to serve
- Committed to ongoing spiritual and professional growth
- Committed in supporting the mission of Cornerstone Church
- Good organizational and communication skills.
- Possess a willingness to learn and grow professionally
- Ability to multi-task, be detail-oriented and flexible.

## **CORE COMPETENCIES**

- Self-motivated, diligent, and constantly thinking about the next step and opportunity.
- Points out the contributions of others, shares credit and emphasizes team over self.
- Uses good judgement in group dynamics and understands the impact of words and actions.
- Prompt, courteous, respectful, helpful, and appropriate.
- Demonstrates responsibility and uses accountable communication.
- Honest and adheres to moral and ethical principles; trustworthy.
- Competently communicates across gender, race, class, and cultural spectrums

## **REQUIREMENTS:**

- A personal growing relationship with Jesus Christ
- Effective Communicator
- Experience in managing volunteers
- Ability to work flexible hours according to projects and events.
- A member or willing to become a member of Cornerstone Church
- Willingness for continued training or growth
- Contagious enthusiasm
- Ability to work as a team player
- Strong administrative abilities
- Attention to detail
- Experience and proficiency with Microsoft Office applications
- Some lifting up to 50lbs

## **EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Communications, or related field