Staff Assistant
(Full/Part Time)

CHURCH OF THE
RESURRECTION

The **Staff Assistant** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by providing administrative and ministry support to Resurrection's pastoral staff as they seek to fulfill their position descriptions.

The priority of the staff at Resurrection is to love Jesus and cultivate a heart for Him and His people in order to fulfill the mission to know Christ and make Him known. Seeking to become more like Christ in who we are and what we do is the foundation upon which we serve to make Him known. As a staff, we strive to model everything we teach about knowing and following Christ, growing in faith and character, loving our neighbor, receiving healing, resolving conflict well, and serving with excellence, joy, and gladness.

POSITION SUMMARY
The Staff Assistant will provide the Pastoral Staff with administrative and organizational support to include scheduling, travel coordination, event planning, email and phone correspondence, copying, filing, and general ministry support.

KEY RESPONSIBILITIES
- Schedule meetings and manage calendars.
- Provide phone and email communication support
- Provide administrative and planning support for ministry events.
- Take accurate and comprehensive notes at meetings.
- Plan travel, including flights, accommodation and ground transportation as needed.
- Complete monthly expense reports and submit them to the Financial Manager
- Oversee Master Community Church Builder (CCB) and MailChimp.
- Provide other administrative support functions for pastoral staff such as copying, making folders for events, filing, and event set up.

POSITION REQUIREMENTS
- A welcoming presence with genuine love for others and a heart to serve.
- A demonstrated ability to work independently toward a vision or work well on a team.
- Demonstrated initiative and problem solving skills with an entrepreneurial spirit.
- An attitude of good-natured flexibility coupled with an ability to quickly prioritize.
- Excellent organizational skills and attention to detail.
- Strong time-management, multitasking abilities, and ability to develop administrative systems.
- Proficiency with Microsoft Office Suite and Mac OS.
- Satisfactory background check with references.
- Agreement with ACNA, Diocese of the Mid-Atlantic, and Resurrection theology/ policies.