

CCC Office Assistant

Reports to: Director of Administration

Status: Part-Time (15-20 hours/week)

Primary Responsibility: Join the close-knit and fun team of CCC staff to assist in supporting the vision and direction of CCC in the main office. Use your interpersonal skills by interacting with various types of people. Use your critical thinking skills in order to multitask in a busy office environment.

Responsibilities:

- Phones and Email
 - Answering incoming calls using good judgement.
 - Relaying calls in a professional manner while gathering pertinent info to assist staff.
 - Monitor and answer emails
- Collect and distribute mail accordingly
- Organizing and printing materials
 - Producing and distributing weekly bulletin
- Tithes & Offerings oversight
 - Overseeing the weekly counting of tithes & offerings
 - Assist an established team of volunteer counters
- Website
 - Keep website content up-to-date
- Data Entry and computer processing
 - Data entry of new visitors, class attendees, etc.
 - Utilize various computer programs to process information
- Office Projects
 - Specific office projects related to season (Christmas, Easter, Ministry Kick-Off, etc.)

Training:

- Ability to learn office related programs & systems
 - Basecamp
 - Planning Center
 - Shepherd's Staff
 - Operating Basic Website Updates
- Related Reading Materials

- Staff Training
- Database Training when necessary

Qualifications:

- Must be a member of CCC
- Must have office or administration work experience
- Have knowledge or experience with handling currency
- Must be computer savvy and have working knowledge of:
 - Microsoft Office (Word, Excel)
 - G-Suite

Christian Living Expectations: Per CCC Handbook

Interested? Please send your resume directly to Sarah Coleman, Director of Administration at sarah.coleman@cccfamily.com