



JOB DESCRIPTION

Administrative and IT Support Assistant

Information Technology Team

Operations & Finance Department

Reports To: Director of Information Technology
Category of Employment: Support, **Part-time**
Payroll Status: Hourly, Non-Exempt
Office Hours: Regular office hours and other times as scheduled
24 Hours per Week

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively providing general administrative assistance, customer care, and basic support as a member of the Information Technology Team.

Minimum Qualifications

1. **Experience:** Must be tech savvy with a passion for technology, strong administrative and organizational skills, and a calling to Ministry. At least two (2) years experience in field preferred.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:

Administrative Assistance

 - Oversee, recruit and train volunteers.
 - Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, scheduling, budgets, etc.).
 - Manage accounting functions for department, including obtaining quotes, processing preapprovals, paying invoices, reconciling visa statements, and managing budget spreadsheets.
 - Purchasing agent for the IT Ministry
 - Maintain and update IT ministry calendar.

IT Support Assistance

 - Responsible for oversight of new computer upgrades as well as redistribution of computers according to our Five Year Upgrade Plan, for all campuses. Plans Upgrades according to documentation of Inventory, in-process new purchases, refresh computers received back after upgrade, install software, and configure computers for staff use. Oversees weekday volunteers who assist with the Five Year Upgrade Plan.
 - Participate in ongoing cross-training with Database Coordinator of database responsibilities to be able to step in and assist as needed.
 - Assists with Tier 1 Help Desk as requested by Systems Administrator, basic troubleshooting with emphasis on excellent customer service.
 - Communicate regularly with IT volunteers as to meeting/work night agenda, as well as schedule time/day/location changes.
 - Handle the logistics of IT meetings and events.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Signature of Staff Member

Date

Job Description Approved: _____ (HR Initials) _____ (DH Initials)

Revised 9/11/2020