

# Administrative Support (Part-time)

Are you the guru of organization? Can you multi-task in your sleep? Go with the flow... but not be afraid to take control?

Cross Current Church is currently looking for an Administrative Support person with strong administrative skills and a servant's heart to grow with us. If you are passionate about our ministry and this position sounds like you, keep reading for details.

## You are:

- Self-motivated, driven and on top of things
- Strong in the details while also able to understand the “big picture”
- Motivated by meeting the needs of your leaders and helping them succeed
- Proficient in Microsoft Office or equivalent and have strong computer skills. An understanding of social media is a huge plus!
- Able to commit to the core values of Cross Current Church
- Skilled with strong leadership abilities
- A take-charge, proactive kind of person with a whatever-it-takes attitude
- Adaptable to spur-of-the-moment changes and immediate needs
- Skilled analytically
- Exceptionally organized
- Outstanding in interpersonal skills
- Personable, friendly and enjoy talking to and interacting with people

## You will be:

- Providing strong administrative support to the pastor to include scheduling, communication, and pastoral care coordination
- Coordinating the details for special events and meetings
- Developing and leading a volunteer administrative team
- Helping to leverage social media to promote church related information

If you're convinced you're the right person for the job, send us your resume and convince us.

**YOU CAN: Email** resumes to: [jobs@ccchurches.com](mailto:jobs@ccchurches.com)

...or **Send** them in the mail to: 4864 Lapeer Ave. Kimball, MI 48074

...or **Drop** them off during our business hours or a Sunday morning service

# Cross Current

*Where faith and culture meet.*