

CHURCH EXECUTIVE ASSISTANT

Crossroads Church has an immediate opening for a Church Executive Assistant in Avon, IN. This is a part-time position and is great for anyone that has experience with data entry or administrative work and is looking to join a team that works hard to create a positive impact in Hendricks County and exists to bring people into full life in Christ.

Crossroads staff is mission-focused and self-motivated with a desire to make it better each day. We expect staff to live out these values through their behaviors daily. We expect staff to be active members of the church who contribute to the church's mission and vision. We expect staff to serve as spiritual leaders to our church body by being part of a group, serving, attending service, and tithing. By modeling these values, our staff serves as examples for the church family to follow.

This position will have three primary areas of responsibility:

CRM / Database Management:

- Information collection/organizing. Keep data in the CRM system up-to-date and maintained.
- Record keeping of church family, including creating and maintaining databases that include details like contact information, check-in history, and preferences.
- Improving church systems.
- Functioning as the communications hub for church family & community, working together with other departments to make sure that family requests, inquiries, and issues are handled quickly.
- Coordinating/performing office tasks relevant to the office environment.

Event Coordination:

- Communication with vendors and venues.
- Event planning and management. (likely requires attendance at all large events and select smaller events)
- Record keeping.
- Work with the Facilities Manager and other members of the church to ensure successful events.
- Manage Event Forms and ensure all needed event requirements are met.
- Organize/maintain the church calendar.

Supporting the Lead Pastor:

- Assist in all pastoral care ministries.
- Research and data collection.
- Preparing materials for meetings.
- Assist with weekend execution.
- Correspondence with church family and community.
- Assist with other tasks as needed by the Lead Pastor.

QUALIFICATIONS:

- Previous office or administrative experience.
- Excellent communication and interpersonal skills.
- Strong computer skills and ability to operate office equipment.
- Ability to handle stress and problem-solve.
- Ability to keep confidential and sensitive information.
- High school Diploma or equivalent
- A commitment to serve as a moral and upstanding representative of the church community.