



## **Administrative Assistant**

We exist to glorify God by developing disciples of Jesus. Our mission is to cultivate disciple-making environments where people can find a relationship with Jesus, each other, and the world.

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### **Position**

To perform duties to successfully support the Church ministerial staff, lay leaders, and volunteers in all Church office operations.

### **Responsibilities**

1. Provide general administrative support for Church staff.
2. Assist Lead Pastor and staff with special projects.
3. Maintain the Church's master calendar in collaboration with the staff and elders.
4. Maintain the office and facilities environment to be professional and presentable.
5. Maintain all physical and digital church records. Provide support to other staff on Breeze.
6. Check and ensure appropriate and prompt response for the Church's mailbox, voicemail, and assigned email accounts.
7. Process new Conversation Cards, record all information in CMS (Breeze), send Welcome emails, and assign follow up contacts to staff. Support staff in use of CMS.
8. Complete check requests, paperwork for receipts, and mail checks in support of the staff.
9. Ensure all print materials for Southbridge are produced and maintained.
10. Ensure all print materials for Church ministries are prepared.
11. Complete and send thank you cards.
12. Make reservations and purchase tickets for upcoming events.
13. Order supplies online, by phone, or through local vendors.
14. Create and proofread documents.
15. Edit and post on website and social media as needed.
16. Other duties as assigned by Pastors, Elders, and HR Team.

### **Required Qualifications**

- Motivation, enthusiasm, and attention to detail
- Self-starter, professionalism and willingness to learn
- Effective written and verbal communication skills
- Effective organization and leadership skills
- Attend weekly staff meetings
- Maintain God ordained priorities in your life
- Dedicate personal time for spiritual growth
- Successfully complete a Background Check

### **Preferred Qualifications**

- Bachelor's Degree

### **Job Specifications**

- Monday-Thursday
- 8:30 AM - 2 PM (20 hours/week)

Please send resumes to [hr@southbridge.cc](mailto:hr@southbridge.cc)