



Job Description- Administrative Assistant

Contract: Part Time/Hourly

Compensation: Competitive pay based on experience

Reports To: Lead Pastor

Position Description: Oversee the administrative functions of the church including communications, office management, and ministry support.

Hours: 8-10 hrs/week (500 hours annually)

Expectations:

- Have a vibrant and active faith in Jesus Christ.
- Active in the life of Clairemont Covenant Church to support the vision and values.
- Contribute to staff meetings and be a collaborative teammate in pursuit of shared ministry goals.
- Active presence in the church office 1 day/week with an option to work remotely.

Position Objectives:

- *Communications:* Coordinate the digital and print communications including weekly emails, bulletins, website updates, and other forms of communication.
- *Office Management:* Oversee the church office databases, organizational systems, records, and supplies.
- *Ministry Support:* Provide administrative support for pastors and ministry team leaders including scheduling and volunteer coordination.
- *Special Events:* Provide administrative support for special events including partnerships with Noah's Ark Preschool and other community connections.

**NOTE: This role has the potential to be combined with the Children's Ministry Director to create an increased part time (20hr/week+) position. Contact mark@clairemontcov.org for more information & to apply.*