

# Rush Creek Church

<https://rushcreek.org/jobs/ministry-admin/>

## Ministry Admin

### Description

RUSH CREEK VISION STATEMENT: We are forerunners of the faith, united, to help people find and follow Jesus.

### PURPOSE:

The Ministry Admin works within an assigned Ministry of the church as well as supports the larger group of Administrators. This individual is responsible for providing administrative and ministry support to the pastors and ministers in their assigned ministry. This includes database maintenance, supply maintenance, facilities scheduling, and office organization among other things.

### Responsibilities

#### RESPONSIBILITIES:

- Keep the ministry staff organized and moving forward
- Assume receptionist duties as needed
- Assist staff with administrative duties as requested
- Assist with completion of necessary reports as requested
- Type and word process documents as needed
- Order office supplies and monitor inventory
- Facilitate special event registration and execution
- Assist with various church program operations
- Assist with communications and resourcing ministry volunteers

### Qualifications

#### QUALIFICATIONS:

- Must be a follower of Christ and have demonstrated faith through full immersion baptism.
- Proven work experience as a Receptionist, Administrative Assistant, or similar role
- Hands-on experience with office equipment (e.g. printers and folders)
- Experience in Microsoft Office (Outlook, Word and Excel) required
- Must exhibit strong communication skills
- Customer Service Attitude
- Must be flexible and work well as a team player
- Must attend or commit to attending Rush Creek Church
- A passion for Christ-centered community

### Contacts

To be considered for this position, send your resume to Michelle King at [michellek@rushcreek.org](mailto:michellek@rushcreek.org)

### Hiring organization

Rush Creek Church

### Employment Type

Full-time, Part-time

### Date posted

August 13, 2024