Rush Creek Church

https://rushcreek.org/jobs/ministry-administrative-assistant/

Ministry Administrative Assistant

Hiring organization
Rush Creek Church

Employment Type
Full-time

Date posted
August 17, 2026

Description

The Ministry Admin works within an assigned ministry of the church and supports the larger group of administrators.

Purpose: 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.

Rush Creek Practices
1) Love God
2) Love People
3) Live Sent

These three practices form our **pathway to spiritual formation** at Rush Creek. They define *who we are becoming*, *how we grow*, and *how we live out our faith* in everyday life.

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

- 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

CONTACT: If interested in this position, please email your resume to michellek@rushcreek.org.

Rush Creek's Vision Statement: Rush Creek Loves helping people find and follow Jesus.