

# FAMILY MINISTRIES

## ADMINISTRATIVE ASSISTANT

Provides administrative support for the Family Ministries Pastor, including Marriage Ministry, and All Church Events

Please submit application, resume, and writing sample to Mary Jane Edwards @ [mjedwards@calvarylife.org](mailto:mjedwards@calvarylife.org)



### QUALIFICATIONS

- **A growing relationship with Jesus Christ**
- A life above reproach and consistent with 1 Timothy 3:1-7
- Demonstrate strong relational skills: team player, hospitable, compassionate, loving, gracious, truthful
- Demonstrate proficient communication skills, both written and oral
- Demonstrate proficiency in computer and technology use: google drives, office platform, planning center, webconnex, MinistrE Space, mailchimp
- **Demonstrate teachability; is a self-starter and problem solver**
- Completed or actively pursuing appropriate education (bachelor's degree or greater) and professional work experience to fulfill job responsibilities

### PREFERRED

- Spanish speaker
- 3-5 years administrative experience

### CONDITIONS FOR EMPLOYMENT

- Have modeled and will maintain a biblical standard of personal conduct and lifestyle, both public, personal, online
- Available for identified work schedule: 32 hours per week (typically Monday through Thursday, Sunday: very occasionally)
- Agree to submit and uphold bylaws and doctrinal statement; assist with aligning ministry to purpose and vision statements
- Adhere to guidelines stated in Employee Handbook

### CHURCH INITIATIVES

Each One Reach One  
10:02 Prayer  
Leadership  
Development  
*"Warmth is the New Cool"*

### WORKING RELATIONSHIPS

I report to the Family Ministries Pastor

**Showing up predictably, mentally, and consistently.**

Prayerfully interacting with people in your ministry area.

Build relationships with other staff and church congregation.

Exploring and sharpening skills + gifts

## JOB RESPONSIBILITIES

- Support the vision and leadership of Calvary
- Communicate and publicize upcoming meetings and events, both internal and external
- Market events via email, facebook, instagram, etc.
- Manage details and logistics for regular meetings and ongoing events: planning reservations, calendaring, hosting, errands, etc.
- Manage weekly calendar and appointments for Family Ministries Pastor
- Manage financials, budgets and reimbursements
- Provide administrative assistance to the Family Ministries team, including event registration, coordination, and communication
- Help support launches of other initiatives, as needed
- Run background checks for Family Ministries and Calvary Christian School
- Follow up with families, as needed
- Manage and maintain office supplies and files
- Assist Family Ministries Pastor in preparation for staff and parent meetings, including all communication and materials necessary
- Be aware of general church events for communicating with and connecting with others
- Engage in healthy work-life balance
- Communicate regularly with direct supervisor in person and through regular progress updates
- Other duties as determined by the Family Ministries Pastor

## EXPECTATIONS AFTER HIRE

Attend Calvary's Sunday worship service (9:30-10:45 am)

Participate in weekly chapel and other all church staff meetings (staff lunch and prayer days, early chapels, and others)

Participate in all church events (Light the Night, VBS, Leadership Events, Christmas Tree Lighting, Church Picnic) and required ministry specific events

Participate in a LifeGroup

Participate in regular training and development

## TO APPLY

- Submit a resume, a writing sample and completed application for employment at Calvary Church.  
[Click here for the Employment Application](#)
- Writing sample should be an email to the Family Ministries team letting them know about an upcoming meeting discussing calendaring and budget
- Email resume, writing sample and application to Mary Jane Edwards at [mjedwards@calvarylife.org](mailto:mjedwards@calvarylife.org).
- Questions? Email [mjedwards@calvarylife.org](mailto:mjedwards@calvarylife.org) or call 714-550-2338