



Central Services Admin Support Team Member

JOB SUMMARY

The Central Services Admin Support Team Member serving as administrative support, is a crucial part of assuring the mission and vision of Cornerstone is successful. By assisting in behind the scenes projects and tasks that help support ministry leaders and staff, this role helps guarantee that internal ministry functionality is completed with quality, consistency and ease. Therefore, helping the ministry thrive and the organization to be running like a well-oiled machine.

JOB DUTIES AND RESPONSIBILITIES

- **Administrative Foundations**
 - Learn to navigate and manage boards on Monday.com.
 - Sensitivity to confidential matters is required.
 - Manage workload and priorities with supervisor.
 - Have routine check-in meetings with Area Pastors and Central Service Leaders to discuss projects and tasks specific to their teams.
 - Invite and equip a team of volunteer admins to assist you in your role using our equipping model.

- **Workplace/Business Portal**
 - Learn to navigate both Workplace and BP through training with Finance.
 - Assist Ministry Leaders with credit card receipt submissions, reimbursements, and check requests.
 - Access and monitor budgets in BP as needed.

- **Cornerstone Central**
 - Train to become a Cornerstone Central Database Specialist
 - Manage submission and approval of events in Central.
 - Ensure all event requests are submitted and set up appropriately.
 - Manage campus calendars room/resources and reservations.
 - Manage public central calendars that are linked to website/app
 - Help create forms and event registrations.
 - Ensure weekend services and event attendance is entered in a timely manner.
 - Create and update profiles.
 - Match and create profiles from forms.
 - Merge duplicate profiles.

- **Campus and Ministry Wide Communications**
 - Collaborate with Communications Project Manager and Ministry leader on outgoing MailChimp and Mail merge communications.

- **Media Requests**
 - Help ministry leaders by submitting requests to Communications and act as liaison between the campus staff and Communications team.
 - Submit Media Requests
 - Digital and printed material
 - Website additions and updates
 - CF app additions and updates
 - Video/Production requests
 - Weekend hosting slide request
 - Social Media requests

Ministry

Equipping/Central

REPORTS TO

Director of Operations

JOB STATUS

Regular, Full-time, non-exempt

DATE WRITTEN

3/25/21

JOB SKILLS AND REQUIREMENTS

- Proven giftedness in Administration, Hospitality, and Leadership
- Excellent communication skills both verbally and written
- Regular attendance in ministry and worship at Cornerstone Fellowship
- An ongoing display of Christ-like behavior; treating others with respect, compassion, and integrity
- Proficient computer/software skills
- Excellent time management, organizational and multi-project tasking skills
- Leadership gifting & training experience necessary
- Positive attitude, high integrity, excellent communication skills & works well with others
- Completes work with accuracy and reliability
- Enjoys organizing and sustaining effective systems and structures in a collaborative team environment
- Effective problem-solving skills
- Detail-oriented and organized