



Campus Administrative Assistant Job Description

Position Title	Department/Ministry/Location
Campus Administrative Assistant	Local Outreach/Auburn Campus
Supervisor Position Title	Weekly Hours
Auburn Campus Pastor(s)	15 hours
Position Status/ Classification	Ministerial Status
Part-time/Non-exempt	Non-ministerial

Position Summary:

The Campus Administrative Assistant will organize and support the Campus Pastor and campus congregation. This individual must exhibit a high level of organization and administrative skills and have a heart for ministry overall.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following:

- Provide general administrative support for the Campus Pastor.
- Support volunteer ministry leaders, resources, tech help, and errands.
- Attends and works at the Auburn campus on Sundays.
- Ability to learn and work with various databases or systems to track and coordinate information for the congregation and campus.
- Ability to plan and set up events as needed with strong attention to detail.
- Maintain and schedule calendar meetings, appointments, and events.
- Respond and follow up with emails, phone calls, texts, and social media.
- Adhere to internal procedures and processes to help further the mission and vision of the church.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Previous administrative experience.
- Working knowledge of Office365

Knowledge and Skills:

- Ability to work well with people.

- Strong communication skills, both written and verbal
- Self-directed, manages various details, and accomplishes tasks on time and with excellence.

Licenses, Registrations, and Certificates:

- Must have a valid driver's license.

Spiritual Requirements:

- Recognizes Jesus as Lord and Savior and demonstrates that with a Christ-centered lifestyle.
- Agreement with County Line's Statement of Faith
- Adheres to County Line Staff Lifestyle agreement.

Physical and Other Requirements:

- Ability to climb staircases.
- Ability to lift 20-30 lbs.
- Must be able to drive to Main and Auburn Campus.
- Hours will vary, but this person will be requested to attend meetings at the Main Campus and Sunday services at the Auburn Campus.

Hourly rates vary with experience.

To apply, please send your resume to Allison Carnahan, Director of Operations, at acarnahan@countylinechurch.org on or before April 20, 2025.