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**Job Description**

Title: Community Ministry Partner Assistant

20-25 hours, based on work load and directed/approved by supervisors

Department: Community Ministry

Reporting to: Director of Disciplemaking and Small Groups Director

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**Job Purpose**

The primary responsibility of the Community Ministry Partner Assistant is to provide administrative support to the Director of Disciplemaking and Small Groups Director at Cornwall Church.

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**Summary of Essential Job Functions*****Director of Disciplemaking and Small Groups Director***

- Schedule appointments
- Perform clerical duties as needed (i.e. filing, photocopying, data entry, assemble brochures and workbooks)
- Coordinating classes/events (all Next Steps classes, Sisterhood One Nights and Retreat etc.)
- Event planning, coordination and email communication (small group connections, trainings, and Sisterhood)
- Work with our Communications Director and graphics team to create ministry logos and overall design of printed materials for Community Ministry marketing and promotion
- Update Cornwall/Community page on the web site
- Update Planning Center online data base
- Other clerical duties as assigned

***Knowledge / Skills /Attributes***

- Personable/relational
- Thorough working knowledge of MS Office (Word, Excel, Publisher)
- Minimum basic knowledge of Mac programs and preferably Adobe programs
- Ability to work on both PC and Mac computers
- Knowledge of office methods and procedures, filing, telephone techniques, and office equipment, as well as proficiency in spelling, grammar and punctuation
- A mature commitment to Christ and the ability to maintain a good working relationship with all co-workers and the general public.
- Agreement with Cornwall policy and procedures as outlined in the staff handbook
- Attributes of flexibility, leadership, organization, attention to detail, a team player, and a forward thinker are extremely helpful in this position.

***Staff Responsibilities***

- Abide by all policy and procedure contained in the Employee Personnel Policy, Guidelines and Procedures handbook of Cornwall Church as a member of the Cornwall staff.
- Attend monthly All Staff meetings.
- Meet weekly with supervisor and bi-weekly with CL team for training, equipping, oversight and ministry coordination.