
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

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.

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 (i.e. Parent/Child Dedications, Next Steps etc.)
- Event planning, coordination and email communication (small group connections, trainings, and Sisterhood)
- Work with creative arts ministry to create ministry logos and overall design of printed materials for Community Ministry marketing and promotion
- Update Cornwall/Community 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.