



CHAPEL HILL
BIBLE CHURCH

Employment Opportunity

ADMINISTRATIVE ASSISTANT (FULL-TIME OR PART-TIME)

OVERVIEW

Our mission at Chapel Hill Bible Church is *to equip our church as a community to reach the Triangle and beyond with the message of Jesus*. The administrative team members are crucial to accomplishing this through ensuring quality and efficiency in our daily operations. Our Administrative Assistants provide clerical, planning, research, organizational, technical, and information management support to the staff and ministries of CHBC. Our support staff members are dedicated to glorifying God through the details!

THE ADMINISTRATIVE ASSISTANT IS RESPONSIBLE FOR:

- Providing administrative support to assigned ministry areas and leaders (scheduling, resource management, maintaining calendars, filing, document prep, ordering books and materials, processing credit card receipts, database maintenance, event planning, etc...)
- Monitoring and advancing priorities on behalf of assigned ministry leaders
- Maintaining congregational and ministerial confidence and protecting operations by keeping information confidential
- Staying abreast of correct information regarding ministry events and initiatives, and answering questions and requests from church and community members in a timely manner
- Equipping and supporting involved lay leaders with ministry staff-approved initiatives
- Managing calendar, reservations, check-ins, registrations, groups, and people in Planning Center Online (PCO) on behalf of supported ministry areas, teams, and events
- Ensuring accurate content on web pages and other public communication channels for assigned ministries
- Assisting with staff-wide events, projects, and communication efforts as needed under the direction of the Team Lead

SKILLS & CHARACTERISTICS

- Growing relationship with Jesus Christ; understanding of the centrality of the gospel and commitment to the purpose and mission of the local



260 Erwin Road
Chapel Hill, NC 27514



919.408.0310



info@biblechurch.org



biblechurch.org
biblechurch.life



/chapelhillbible



/chapelhillbible



@chapelhillbible



CHAPEL HILL BIBLE CHURCH

church as understood by CHBC; membership at CHBC (existing or first available membership class upon employment) is required

- A servant's heart and a team player mentality, willing to collaborate and adapt
- Computer proficiency, including MS Office suite and macOS software (iWork suite), Google Drive, and email
- Ability to master web-based systems used at CHBC, including Basecamp, Planning Center Online, Google Drive, and web-authoring software (training provided as needed)
- A proactive learner and self-developer, who has a flexible work style
- Ability to solve problems and serve others wisely without prompting
- High tolerance for interruptions and unscheduled interactions
- Ability to deal sensitively with confidential information
- Good work habits including punctuality, proactivity, good judgment and decision-making, detail-oriented accuracy, follow through, organization, time management, and deadline management

EXPECTED HOURS

Full-Time: Monday through Friday OR Sunday through Thursday, includes event coordination that involves some night/weekend events, food prep, and clean up at times.

Part-Time: 15-25 hours per week, Monday through Friday, includes event coordination that involves some night/weekend events, food prep, and clean up at times. (Specific days and hours based on mutual agreement.)

TO APPLY

Please [apply online](#).



260 Erwin Road
Chapel Hill, NC 27514



919.408.0310



info@biblechurch.org



biblechurch.org
biblechurch.life



/chapelhillbible



/chapelhillbible



@chapelhillbible

(Rev 09/23)