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*Connecting people to a growing relationship with Jesus*

## **Job Description: Ministry Assistant**

**Overview:** The Ministry Assistant provides clerical and administrative support to ministry leaders through data entry, operating office equipment, special projects, knowledge of Fellowship One, and other administrative duties.

This position is part time, .5 FTE.

**Reports to:** Office Manager

### **Cedarbrook Employees are expected to regularly demonstrate:**

- ◆ **TEAMWORK**
  - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
- ◆ **DEVELOPING SELF/OTHERS**
  - Actively pursues Cedarbrook core values: Relationships, Excellence, Acceptance, Lifechange, Laughter.
- ◆ **INNOVATION**
  - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change.
- ◆ **CEDARBROOK MISSION**
  - Actions and interactions demonstrate and promote Cedarbrook mission.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **Specific Duties:**

1. Performs reception duties, i.e.: answers phones, welcomes and assists on-site visitors, while maintaining a predetermined, fixed schedule of office hours.
2. Ensures weekly programs are prepared and ready for Sunday services.
3. Assists in maintaining the Church Wide Calendar for events and facilities use.
4. Maintains proper stock of office and café supplies, Cedarbooks, as well as ordering supplies for staff members.
5. Maintains proper stock of all the supplies and information needed at the information desk.
6. Provides general clerical support to ministry leaders as assigned by Office Manager, i.e.: makes copies, prepares mailings, runs errands.
7. Maintains records and performs data entry as assigned by Office Manager, including maintenance of contact database, creates and manages online registrations, creates activities in and has great working knowledge of Fellowship One (or other church database management software), etc.
8. Assists in coordination of meetings, special events, volunteer trainings, weddings, funerals, etc.
9. Performs special projects as directed by Office Manager and/or Executive Pastor.



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**Requirements:** These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regular Attendee of Cedarbrook Church.
2. High school diploma.
3. One year clerical experience.
4. Experience with MS Office Products, including Word and Excel.
5. Experience with or aptitude for learning Windows based software programs, web-based programs.
6. Ability to contribute as a positive and effective team member.
7. Exhibited organizational, communication and interpersonal skills. Detail oriented. Strong time management skills.
8. Ability to apply common sense understanding to carry out detailed written or oral instructions.

**Compensation:** Commensurate with experience. Includes paid time off.

**To apply:** Read through the website and then send us your resumé, along with a one page cover letter telling us why you think you are a good match for this position. E-mail applications are acceptable. Send to [administrator@cedarbrookchurch.net](mailto:administrator@cedarbrookchurch.net), no later than **May 3, 2017**.