

ActsOne Assistant

Christ Community Church



1190 Phoenixville Pike
West Chester, PA 19380
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<http://visitccc.com>

Job Description

This position calls for a individual who will assist the ActsOne Director and at times attend meetings as called upon. A large part of this role will be administrative thus the person will need to be flexible and able to work well in a variety of settings. For further inquiries, email jobs@visitccc.com.

Duties

- Understands the mission and values of Christ Community Church
- Liaison with Tech team for creation of website pages and maintenance
- Participate in the creation of printed materials related to ActsOne (Partner cards, Calendar, quarterly Newsletter, etc.)
- Assisting with Instagram account and other social media outlets with ActsOne info
- Comfortable with Apple interface/programs (iWork)
- Assist with materials (invitations, emails, and other promotion) for ActsOne meetings and events such as Hope Café, Good Works trips, and other volunteer service opportunities, etc.
- Follow up with About You cards where needed
- Organize and keep up ActsOne area in Ministry Resource Center
- Supports the ActsOne Director with organizing databases, spreadsheets, and administration of projects; running errands
- Collaborate with other ministries with ActsOne connections, such as Missions & Me (M&M), CCC Serves, and others
- Assisting to help arrange childcare for ActsOne activities where applicable (ESL)
- Other duties as called upon

Key Skills, Experiences, and Abilities:

- Administration skills such as time management and note taking
- Knowledge of website maintenance (information updates; add/remove pages)
- Experience with graphic design/photography (website, printed materials)
- Team player – works well with church staff and partner agencies
- Strong integration skills; approachable and engaging with people

Schedule / Hours

This job is part-time with a semi-flexible schedule of Sunday-Thursday

Compensation

- Time: 15 hours per week
- \$10/hour