



Administrative Assistant Spirit Lake Campus

Our mission is "Passion for God, compassion for our neighbor, and reaching our region and beyond with the life-changing message of Jesus Christ."

CrossWinds Church (CWC) was founded in 1949. We are one church with campuses in Spencer and Spirit Lake, IA, that cooperate on mission, resources, and teaching. CrossWinds is a place where the Bible is taught, the gospel is proclaimed, and a biblical community is fostered to help followers of Christ grow in their likeness to Him.

POSITION PROFILE

We seek to fill the Administrative Assistant role with an administratively gifted person who can communicate and organize effectively in a team environment and multi-site setting. He/she must possess the skills to plan, organize, create, and improve. The individual must be a self-starter who is motivated to complete tasks promptly.

COMMUNICATIONS

1. Good written communication skills
 - A. Create content aligned with the CrossWinds Communications Standards Manual.
 - B. Competence in Apple Pages, Numbers, and Keynote.
 - A. Competence in the Affinity and/or the Adobe Design Suite of applications is desired.
 - C. Work in the Planning Center Online (PCO) database and organization suite. This includes calendar, event management, registrations, and attendance.
 - D. Update content on the CrossWinds.tv website.
 - E. Produce the weekly bulletin and email newsletter.
2. Capture video and photos of church events
 1. The ability to edit video in Final Cut is preferred.
3. Oversee the Planning Center name tag kiosk system.
4. Create and post content to social media.

GENERAL RESPONSIBILITIES

1. Categorize expenses and submit them to the virtual bookkeeper.
2. Scan offerings and follow the weekly deposit procedures for the bank.
3. Answer the phone and door during work hours.
4. Send flowers for births and funerals
5. Maintain the church calendar in the Planning Center System.
6. Update the church database and keep it current.
7. Schedule nursery workers
8. Maintain the key fob system for access to the building
9. Facilitate communication between the Lead Pastor, campus pastors, staff, the church body, and the community.

QUALIFICATIONS

1. Fulfills the character qualifications to represent the ministry of CrossWinds Church and the greater body of Christ.
2. The candidate must balance relational gifts and technical skills.
3. Maintains high levels of integrity, confidentiality, and other key values necessary to serve in a multisite church environment.
4. Demonstrates high-level organizational and communication skills.
5. Communicates a passion for excellence and continuous improvement with a positive spirit. Is a self-starter and a life-long learner; continually acquires cutting-edge skills suitable to the role.
6. Is competent in Apple-based technology.
7. A formal education is strongly preferred.
8. Demonstrate competency in communication, technology, and team leadership skills
9. Affirms the CrossWinds Church Statement of Faith — spiritlake.crosswinds.tv/our-beliefs
10. Affirms CrossWinds Core Values — <http://spiritlake.crosswinds.tv/core-values>
11. Is willing to become a member of CrossWinds Church
12. Demonstrates wisdom in decisions, actions, and recommendations

HOURS, EXPECTATIONS, AND BENEFITS

1. Office hours: 9 AM-12 PM, 1-5 PM, M-F
2. Participates in CWC Sunday activities as needed
3. Is eligible for group health plan per terms
4. Compensation is commensurate with education and experience.
5. Reports to the Lead Pastor or the Director of Communication and Administration

Contact: Kurt Trucksess, Lead Pastor — jobs@crosswinds.tv