

Administrative Coordinator – Discipleship, Outreach and Worship

Crossroads Presbyterian Church
6031 West Chapel Road
Mequon, WI 53097

Inspired by God's abundant grace, Crossroads welcomes, loves, and offers all a safe place to experience authentic connection. We love and value everyone as Christ first loved and valued us. In an imperfect world we remember, and remind others, that all belong to God, all are redeemed by Christ's sacrifice, and all are indwelt by the living spirit of God. Understanding the strength of a rope with many strands, we rely on our diversity of theological perspectives to bind us as a family in common purpose equipped to make a lasting positive impact locally and around the world.

How will you make a difference?

One of two Administrative Coordinators on our office team, this position provides administrative support to our Senior Pastor, Associate Pastor for Discipleship and Worship Ministry Director and reports to the Operations Director. In collaboration with volunteers, ministry team members and other staff this position will be primarily responsible for welcoming visitors and taking phone calls, creating worship service support materials, website updates, church communications including social media, the creation or updating of graphics and other general office administration tasks.

What will you need to be successful?

- Strong skills in Microsoft office suite 365, Social Media platforms, Adobe Creative Suites and ability to learn other software programs such as database management and scheduling software.
- Ability to communicate and work with diverse group of volunteers and ministry teams.
- Be self-motivated, highly organized, and able to succeed in a collaborative, creative and team-oriented work environment.
- Actively participate in weekly meetings with Ministry Directors, program staff and admin team.
- Have a welcoming and friendly personality and enjoy providing high quality customer service to visitors, volunteers and church members.
- Assist in creating high quality flyers, posters, handouts, newsletters and other materials for ministry activities, classes, and events.
- Supporting worship and program staff requires attention to detail and ability to meet deadlines.

What will the job look like?

- Full-Time
- Pay Range \$17-\$18 per hour depending on experience.
- 401(k) – Employer Match
- Health Care, Short-Term and Long-Term Disability Insurance Benefits
- Paid Time Off
- Work Hours – Monday through Friday 8:30am-4:30pm

What experience are we looking for?

- Associate degree, bachelor's preferred or equivalent combination of education, training, and experience.
- Two years of previous administrative support experience
- Experience with websites, Adobe Creative Suite, social media platforms preferred
- Customer service and strong interpersonal skills required.
- Proven ability to work in a high paced environment that requires flexibility and adherence to deadlines.