



Position	Missions & Sr. Adult Ministry Administrative Assistant
Status	Full Time
Reports to	Missions & Sr. Adult Pastor
Location	West U Baptist Church

CityRise is a multisite church located in Houston, TX with campuses in West University Place, Bellaire and Missouri City. CityRise is a flourishing church with an average of 1,300 in attendance on Sunday mornings across 8 worship services: four English contemporary services, one English classic service, two Spanish/English bi-lingual service and one Mandarin Chinese service. The church partners with multiple community ministries to share the love of Christ across the city.

We are looking for an Administrative Assistant to provide administrative support for our Missions & Sr. Adult Ministries. You will work closely with the leaders of this ministry. This position is part of a high capacity administrative team, that enables 40+ members of our ministry/program staff to minister to a congregation of 2400+ strong.

This position is full-time position, typically Monday – Friday. Some events will require duties outside of regular office hours. Our Church’s staff is led by a supportive and growth-minded executive leadership team that values relationships and excellence in ministry. Our church is also blessed to be able to offer excellent benefits to its employees.

**Qualifications:**

- Exercise discretion and confidentiality
- Demonstrate advanced knowledge of computer literacy, document creation, and email communication
- Demonstrate outstanding verbal and written communication, utilizing empathy, clarity, and professionalism with each encounter.
- Relate well with people from all walks of life
- Ability to multitask and prioritize daily workload
- Possess exemplary planning and time management skills
- Self-starter and takes initiative
- Handles change well and embraces new challenges
- Follows through to complete assignments in a timely manner
- Be a team player in the ministries of CityRise

**Responsibilities**

- Provide administrative support for the Sr. Adults and Missions office – which also includes language congregations and international and local missions
- Prepare reports and data from FellowshipOne
- Coordinate travel arrangements for missions staff and mission trips – domestic and international
- Maintain supply stock of ministry areas
- Serve as a notary
- Oversee special events for Sr. Adults and Missions
- Maintain the church’s prayer list needs for distribution
- Coordinate weekly pastor on call schedule and provide details for hospital visits, calls and other prayer needs
- Provide daily updates to staff on Pastoral Care needs
- Execute other job duties as assigned