



Position Title: Administrative Assistant

About the Church and Role: Crosslink Church in Mebane, NC is a healthy, unified church family that is rooted in biblical faithfulness and committed to reaching the next generation. Planted by our current Lead Pastor, Ken Tilley, in 2006, Crosslink has become a shining light for the gospel in the Alamance/Durham/ Orange County area of North Carolina.

Crosslink's culture is defined by a welcoming atmosphere, care for people, transparent leadership, and a strong mission focus. Our mission to Love God, Love People, and Make Disciples saturate every aspect of church ministry.

The primary role of the Administrative Assistant is to assist the church in carrying out its mission by assisting office staff with day-to-day operational activities. This position is 24 hours per week, Monday, Tuesday and Thursday, 9 am – 5 pm with a 30 minute lunch break.

About the Community: Mebane is in the heart of North Carolina, just 30 miles from Greensboro and 45 miles from Raleigh and offers an appealing blend of small-town charm and dynamic growth, making it a wonderful place to live and raise a family. This thriving city has seen significant recent growth, as evidenced by new shopping centers and numerous housing developments. Mebane has a friendly, community-oriented atmosphere, offering a balance between suburban convenience and a more relaxed pace of life at an affordable cost of living.

Mebane boasts a rich array of recreational and cultural opportunities. The town has over 300 acres of parkland, featuring ball fields, tennis courts, playgrounds, and miles of trails for hiking and biking. Families will find Mebane particularly welcoming with a variety of school choices and a host of youth athletic programs and community events throughout the year such as the annual Dogwood Festival and a vibrant downtown with unique shops and restaurants. This combination of growth, affordability, and a strong community spirit creates an attractive environment for anyone considering moving here.

Reports To Rick Retherford, Operations Manager

Relates Closely To: All ministries within the Church

General Duties and Responsibilities

- Manage workflow by sharing tasks with other administrative employees, ensuring that deadlines are met and work is completed correctly
- Assist in maintaining the database
- Implement and monitor programs directed by church staff and see the programs through to completion
- Generate memos, emails and reports when appropriate
- Maintain office supplies by checking inventory and order items
- Record all church business meetings, including notes and votes, as needed
- Respond to questions and requests for information
- Answer incoming calls and assume other receptionist duties when needed, which includes (but not limited to) maintaining schedules of facility usage and church functions
- Other duties as assigned

Qualifications and Skills

- Two years of experience as an Administrative Assistant
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel (Office 365 is preferred)
- Ability to analyze and recommend revision of operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills (Proof reading and editing skills are a plus)
- Superior organization skills and dedication to completing projects in a timely manner
- Notary is a plus.