

Cincinnati Christian University Foundation
Center for Church Leadership
Job Description: Administrative Assistant, Center for Church Leadership

Position Title: Administrative Assistant, Center for Church Leadership

Department: CCU Foundation, Center for Church Leadership

Reports to: Director, Center for Church Leadership

FLSA Status: Non-exempt

Date Modified: 4/2/2019

Summary: The Administrative Assistant supports the operations of the CCU Center for Church Leadership and provides support to the Director of the Center and other Center staff members. The Administrative Assistant reports to the Director of the Center for Church Leadership.

Essential Duties & Responsibilities

Performance reviews of the AACCL will be based on fulfillment of the following tasks.

- Ensure that strategic and missional initiatives identified by the Director of the Center for Church Leadership are accomplished to the fullest possible extent. In every public context and with all constituencies, the AACCL is expected to articulate full support for the Center's mission and the Director's vision.
- Assist the Director of the CCL and other CCL staff in the execution of all daily operations of, and of special events and services sponsored by, the Center for Church Leadership.
- Manage schedules and travel arrangements for the Director of the Center and other individuals representing the Center in its official business (e.g., Advisory Board members).
- Develop and maintain a database of individuals and congregations within the Center's network.
- Maintain updated records, by category, of revenues and expenses relating to the Center's operations, and provide weekly updates to Center staff.
- Oversee donor letters and other communications to individuals and organizations that support the Center's work.
- Assist in the planning, coordination, and/or execution of special events (e.g., seminars, conferences, luncheons) and co-curricular learning experiences (e.g., online courses, social media channels) sponsored by the Center.
- Assist in the production and distribution of communications to the Center's and university's networks, including, e.g., print mailings, print and digital newsletters, social media postings, etc.
- In dialog with the Communications Coordinator, coordinate and oversee regular updates to the Center's website.
- Coordinate and oversee the development and distribution of any educational materials/experiences produced by the Center, and serve as liaison between the Center and any entities to which such production is outsourced.
- Work with the Dean(s) of the university's Russell School of Ministry to plan and schedule co-curricular experiences offered by/through the Center to CCU Ministry students.
- Assist in the development and tracking of the Center's annual budget.

- Assist in production of annual reports on the Center's activities, including reports to foundations and partner organizations.
- Respond to all communications from Center staff, CCU employees and students, and other members of the Center's network in a timely and professional matter.
- In all contexts, create and promote a healthy administrative culture characterized by free and open disclosure, a spirit of Christian love and grace, and genuine respect. As a representative of the Center for Church Leadership and Cincinnati Christian University, the AACCL is expected to maintain positive and professional relationships with all Center and university personnel.

Education, Experience and Skills Required

- Strong and evident commitment to the, and tangible regular involvement in the life of a, local church.
- Understanding of, and unconditional agreement with, the Center's mission.
- Strong organizational and administrative skills.
- Ability to communicate well and clearly orally and in writing, and capacity to assist in editing communications.
- Ability to communicate, or competence to develop such ability, through social media channels.
- Ability to manage complex projects, including those involving multiple departments, constituencies, and outside vendors.
- Competence in, or capacity to be trained in, software packages utilized by the Center and the university, including Microsoft Office, Google, Jenzabar, and Canvas (or similar LMS).
- Ability to manage conflict and remain confident in times of crisis.
- Prior administrative experience strongly preferred.
- Prior experience in congregational, not-for-profit, or educational settings preferred.

Working Conditions and Physical Effort

- Busy office environment.
- Frequent interruptions.
- Irregular hours, sometimes including evening and weekend hours.
- Available throughout the Calendar year.
- Must be able to sit, stand, walk, and climb stairs.

