

Reports To: Director of Operations**Coordinates With:** Ministerial Staff, Executive Pastors, Staff Team, Deacons, & Ministry Leaders**Classification:** Non-Exempt, Part-Time**Schedule/Hours:** 10–15 Hours/Week**Compensation:** \$15/hour

PURPOSE OF POSITION

The Administrative & Operations Assistant plays a pivotal role in ensuring seamless functioning of the church's activities. This position's primary focus is providing dedicated administrative and systems support to the ministerial staff (Pastors and Ministry Leaders), alongside assisting the Director of Operations with general financial, operational, and facility needs. By ensuring efficient daily operations, clear communication, and organizational support, this role equips the leadership team to focus on discipleship, equipping members, and ministry growth.

PERSONAL & SPIRITUAL GROWTH EXPECTATIONS

- Demonstrate an active, growing personal relationship with Jesus Christ and maintain integrity in all areas of personal and professional life.
- Uphold and embody Riverside's Biblical values, core beliefs, bylaws, and employee handbook guidelines.
- Maintain healthy, supportive relationships within the church family, participating regularly in a Riverside small group and church ministries.
- Commit to personal spiritual discipline and spending dedicated time with God.

KEY RESPONSIBILITIES

1. Ministerial Staff & Database Support

- **ChMS (Bridge) Systems & Form Oversight:** Create and manage events and registration forms.
- **People & Group Database Maintenance:** Maintain accurate information, group rosters, and calendars in Bridge.
- **Connections & Attendance Tracking:** Monitor connection workflows and process queues; track and confirm attendance across all church events where minors are involved.
- **Documentation & Shared Files:** Reset and update shared staff/ministry documents on a weekly and annual basis.

2. Communications & App Management

- **Weekly Print & Digital Communications:** Prepare, format, and print weekly bulletins and related print communications; prepare and distribute weekly digital communications.
- **Slide & Content Creation:** Create slide graphics and written announcements for Sunday service slides, weekly emails, and print bulletins.
- **RCC Mobile App Administration:** Keep the RCC mobile app routinely updated with current events, announcements, and key resources.
- **Social Media Engagement:** Assist in managing social media posts aligned with Riverside's brand.

3. General Operations, Events & Facilities

- **Inventory Management:** Oversee inventory, stocking, and organizing of supplies across office, kitchen, and bathroom spaces.
- **Event Logistics & Hospitality:** Order food, purchase supplies, and assist in coordinating setup/prep for church events and meetings.
- **Facility Oversight:** Help oversee building use calendars, prep facility agreements, and coordinate with vendors/cleaners as needed.

4. Financial Operations & Office Records

- **Banking & Financial Support:** Perform regular bank runs for weekly deposits; liaise with the outsourced bookkeeper for AP/AR disbursements as needed.

- **Document Retention & Filing:** Organize, scan, file, and shred financial, administrative, and legal documents in accordance with church policy.

WORK EXPECTATIONS & LOGISTICS

- **Office Hours:** 10–15 hours/week, with a minimum of 10 hours spent on-site in the office to handle physical operations, banking, inventory, and staff coordination.
- **Time Tracking & Task Prioritization:** Track hours via a weekly work calendar and independently prioritize weekly recurring tasks.
- **Meetings & Development:** Attend all required staff and leadership meetings; participate in annual job reviews.

Riverside Community Church | Job Description: Administrative & Operations Assistant