

# Rush Creek Church

<https://tna.8ce.mwp.accessdomain.com/jobs/bilingual-compassion-ministry-assistant/>

## Bilingual Compassion Ministry Assistant

### Hiring organization

Rush Creek Church

### Description

The Ministry Admin Assistant works within an assigned Ministry of the church as well as supports the larger group of Administrators. This individual is responsible for providing administrative and ministry support to the pastors and ministers in their assigned ministry. This includes database maintenance, supply maintenance, facilities scheduling, and office organization among other things.

### Date posted

April 6, 2022

### Responsibilities

- -Keep the ministry staff organized and moving forward
- -Assume receptionist duties as needed
- -Assist staff with administrative duties as requested
- -Assist with completion of necessary reports as requested
- -Type and word process documents as needed
- -Order office supplies and monitor inventory
- -Facilitate special event registration and execution
- -Assist with various church program operations
- -Assist with communications and resourcing ministry volunteers

### Additional Responsibilities of the Compassion Ministry Assistant:

- -Assist Compassion Pastor with daily tasks: meetings, budget request, travel, etc.
- -Assist Compassion Pastor with preparing mission teams for travel
- -Work alongside Compassion Ministry Team coordinating logistics for local projects and events
- -Provide support to local resource centers (Compassion Center and Handley Hope Center)

### Qualifications

- -Follower of Jesus and baptized by immersion
- -1-3 years of Admin experience
- -Bilingual in English and Spanish required
- -Must attend or commit to attending Rush Creek Church

### Contacts

To be considered for this position, send your resume to Brian McFadden at [BrianM@RushCreek.org](mailto:BrianM@RushCreek.org).