



CHRIST THE KING CATHOLIC CHURCH

4000 Ave Maria Drive ~ Ann Arbor, MI 48105 ~ www.ctkcc.net

JOB DESCRIPTION: Administrative Assistant/Event Coordinator

Accountability: Reports to Director of Adult Discipleship

Supervisory Responsibility: Supervises Volunteers

FLSA Status: Non-Exempt

Hours: Part-time (up to 29 hours/week)

General Summary: The position performs a variety of administrative and clerical duties as assigned by the parish directors. Assists in planning and coordinating parish events.

Principal Duties and Responsibilities include:

- Provide general administrative support to the ministry teams, including running errands, managing printing needs, creating materials to publicize events, and general communication.
- Create registration forms for classes and events, utilizing Mission Suite and ParishSoft.
- Assist in event planning and coordinate event related logistics particularly for parish missions, retreats, Alpha and OCIA. This includes shopping and ordering food and other event necessities, communication with caterers, and planning and executing event décor. Assure timely setup, takedown, and storage of materials.
- Coordinate volunteer programs as needed. This may include supervision of volunteers as needed for office and other parish projects. Recruit, orient, train, and support volunteers.
- Coordinate and supervise coffee and donuts.
- Perform other related tasks, as needed

Knowledge, Skills, and Abilities:

Education: High School graduate or equivalent. College graduate or equivalent experience preferred.

Experience: Minimum two years of experience. Proficient in Microsoft Suite (Word, Excel, Publisher, etc...) required. Proficient in using Facebook, Instagram, and other Social Media platforms. Proficient in Photoshop (or other photo editing software). Experience with Mission Pathways preferred.

Requirements: Must be an active, joyful, practicing Catholic and support the work of Christ the King Catholic Church. Must have good verbal and written communication skills in English. Must have demonstrated organizational skills, attention to detail and accuracy. Must be able to work well independently. Must be able to handle multiple tasks and to work with volunteers. Weekend attendance at Mass is required. Must complete Alpha course. Must have a valid driver's license.

Physical Demands: While performing duties, employee may sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, bending and lifting up to 25 pounds. The employee is expected to work onsite and on evenings and weekends, as needed.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.