

JOB DESCRIPTION

Missions and Ministry

Administrative Assistant

CHERRY HILLS
CHRISTIAN SCHOOL

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose.

The Missions and Ministry Administrative Assistant plays a vital role in supporting the Spiritual Life and Missions programs at Cherry Hills Christian School. This position works closely with the Lower and Middle School Leadership, key parent and church partners to assist with the coordination, communication, and execution of initiatives that nurture students' spiritual development and promote service in the name of Christ. The assistant must embody the mission and values of CHC and serve as a key administrative and relational support for ministry efforts on campus. This role also includes serving as support to the CHC front desk team, helping ensure that front office operations are professional, welcoming, and efficient

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Missions and Ministry Support Administrative Assistant

Spiritual Leadership and Ministry Support

- Support the planning and coordination of weekly chapel services (e.g., scheduling speakers, organizing music and worship components, creating visual components).
- Assist in communication and logistics for student life groups, mentoring programs, and spiritual enrichment events.
- Help facilitate opportunities for student discipleship and parent engagement in partnership with the Cherry Hills Community Church.
- Provide administrative support for Parents in Prayer, Mom's Bible Study, Parent University, and other parent-focused ministry events.

Missions Program Administration

- Coordinate communication and logistics for local service opportunities and mission-focused events (e.g., Ministry in Motion, food drives, community partnerships).
- Support mission trip planning through parent meeting coordination, permission forms, travel details, team communication and support parents with our online platform, Managed Missions.
- Assist with scheduling, transportation, outreach, and documentation for all mission-related programming.

LEOS Program Assistance

- Promote, organize, and support the LEOS student leadership and service program, including application collection, communication, and logistics for monthly meetings and the annual Passing the Torch retreat.
- Provide administrative support for Dodge for a Cause and other student-led service initiatives.

Front Desk and Administrative Support

- Assist the front office team with answering phones, greeting visitors, managing student check-in/check-out, and providing general support as needed.
- Maintain a warm, professional presence at the front desk that reflects CHC's culture and values.
- Partner with front office staff to ensure strong communication and coordination across school departments.
- Support general administrative tasks and day-to-day operations as assigned.

Cultivate Positive Relationships with Children and Families

Missions and Ministry Support Administrative Assistant

- Connect relationally with children and families in all interactions.
- Develop and maintain rapport with students and parents.
- Represent Cherry Hills Christian in a favorable and professional manner.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Pray for the children and families you serve.

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner.
- Build trust by maintaining confidence of information.
- Respond to all communication with professionalism, discretion, and a service orientation.
- Prepare ministry-related communications such as Friday News, Lion's Link content, event flyers, and parent updates.
- Maintain organized records and communication files for all chapel, missions, and service events.
- Ensure timely responses to communication requests via email and phone.
- Coordinate with internal departments and external partners to streamline information and planning.

Other Administrative Responsibilities

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations.
- Help staff, students and volunteers' function efficiently and effectively.
- Understand supervision and how to lead in a positive manner.

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Head of School and other professional development opportunities.
- Attend department and all-staff meetings.
- Demonstrate teachability and receptiveness to feedback.

Missions and Ministry Support Administrative Assistant

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration Hospitality and Mercy.

QUALIFICATIONS

- Strong and growing relationship with Jesus Christ, evident in personal and professional life
- Passion for student discipleship and Christian service
- Agreement with CHC's mission, values, and statement of faith
- Bachelor's degree recommended
- A minimum of three years' experience is preferred
- Strong organizational and communication skills
- Ability to maintain confidentiality, team player and independent worker
- Must be able to pass a criminal background check
- Ability to manage multiple tasks and meet deadlines with attention to detail
- Professionalism, integrity, and discretion
- Tech-savvy and comfortable working with digital tools for scheduling, communication, and documentation

POSITION TYPE: Full-time, Non-Exempt

HOURS PER WEEK: 40

SUPERVISOR: Dean of Students/Spiritual Life
