



CHRISTIAN UNION

*Developing Christian Leaders
to Transform Culture*

Ministry Center Manager and Administrative Assistant Columbia University

Christian Union seeks a qualified person to manage its Columbia Ministry Center which houses the organization's ministry to local students. Besides providing hospitality and maintaining the facility, this position also includes providing administrative and event support for the ministry.

Essential functions:

1. Ensure that the ministry center is warm and inviting for employees and students, keeping it clean, attractive, and organized, including but not limited to the following tasks:

- Monitor inventories of supplies, materials, and equipment, purchasing and replacing as necessary.
- Execute opening procedures each day
- Maintain ministry center schedule, ensuring all activities are coordinated
- Ensure awareness of and adherence to "house rules" of Center use
- Coordinate building maintenance and contracting building services. These services include cleaning, garbage and recycling removal, landscaping, shoveling snow, and spreading ice melt.
- Proactively alert the Ministry Director of needed repairs
- Run errands as needed for upkeep of facility

2. Provide a full range of administrative support for ministry projects including, but not limited to, the following tasks:

- Create, maintain, and update spreadsheets to track ministry data
- Prepare reports to send to the CU executive team and development team
- Maintain ministry databases
- Input data from bible course evaluations
- Assist with preparation and execution of ministry events
- Prepare and review monthly expense and credit card reports as requested by Ministry Director
- Other duties as required and assigned.

Required competencies:

- A team player who enjoys playing a supporting role and walks closely with God.
- In agreement with the Christian Union Statement of Faith and Ethics
- Ability to create a welcoming, hospitable work environment.
- Ability to execute multiple tasks and meet deadlines.
- Courteous and professional demeanor.
- Office management and administrative skills using Microsoft Office suite of products.
- Familiarity with Google applications.
- Valid driver's license
- Ability to lift at least 25 lbs.

Hours: This position is a part-time, non-exempt hourly position of 20 hours per week and reports to the Ministry Director. Standard working hours are 8:30 am to 12:30 pm Monday through Friday. The employee may occasionally be asked to work extra hours for special events.

Compensation: \$23 per hour.

If interested, please email a cover letter and resume to opportunities@christianunion.org