



CANYON HILLS COMMUNITY CHURCH

Adult Ministry Executive Assistant

Canyon Hills Community Church | Bothell, Washington

JOB DESCRIPTION:

Adult Ministry Executive Assistant

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Bothell, WA 98021

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CONTACT:

JONATHAN HUFF

DIRECTOR OF
ADMINISTRATION
AND OPERATIONS

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 4,000 weekly worshipers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends to over 25 countries worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.”

Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

THE ROLE AT A GLANCE:

We are seeking an Executive Ministry Assistant who will support our Adult Ministry in providing community and encouraging environments for adults in all stages and walks of life in our church and community. Through organizing and working closely with Life Groups and Life Group leaders, planning conferences and special events, and assisting our Adult Ministry Pastor, the Executive Ministry Assistant will join our Adult Ministries Team as they contribute to the mission of Canyon Hills Community Church.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

Growing in genuine biblical community and discipleship is at the heart of the Adult Ministry at Canyon Hills. We are looking for someone who understands team dynamics, has strong relational and organizational skills, thrives in a fast-paced work environment, and is a creative thinker.

IN YOUR NEW ROLE, YOU WILL:

- Support the Senior Pastor in carrying out the mission and vision of Canyon Hills
- Directly support the ministry and vision of the Pastor of Adult Ministries
- Manage Life Group leadership pipeline. Including recruitment, on-going training, and onboarding of new leaders and groups.
- Manage and oversee Life Group promotional calendar, including social media accounts.
- Schedule and communicate with the Adult Ministry staff regarding weekly meetings and ministry calendars.
- Creatively develop ways to acknowledge and celebrate Life Group leader's ministry anniversary's, birthdays, and other ministry milestones.
- Manage ministry events (ie. Leadership Huddles, Launch events, retreats, and other special events)
- Coordinate Life Group staff/volunteer presence in lobby on Sunday mornings.
- Manages and regularly update Life Group leader website, including content on Rightnow Media.
- Oversee sermon notes writing team.
- Manage and recruit for after-service upfront response team.
- Support other Adult Ministry team members as needed
- Serve the church and other Ministry Assistants as needed

IN THIS ROLE, YOU WILL REPORT TO:

The Adult Ministries Pastor



WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus
- Administrative experience
- A heart for ministry
- Creative and organized thinking
- Excellent and prompt communication skills (written, verbal)
- Proficiency in Microsoft Office
- Be a team player
- Ability to function as a hard worker with strong attention to detail and the ability to multi-task
- Strong people skills, with the ability to provide input and feedback, and have a positive attitude in interacting with staff, congregation, and community
- Be a servant who thrives in a dynamic and collaborative environment
- Ability to handle confidential information
- Theological alignment with CHCC
- Ability to communicate within the boundaries of Canyon Hills doctrine
- Commitment to the mission and purposes of CHCC
- Membership at CHCC upon hire

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including: healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 4000 weekly worshippers.
- Through the generous support of Canyon Hills, 27 Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but, through Dream Records (a subsidiary of Capitol Records), provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family. Membership at CHCC upon hire



OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.

"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.

"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6