



CANYON HILLS
COMMUNITY CHURCH

JOB DESCRIPTION:

**FIT & MEN'S
MINISTRY ASSISTANT**

22027 17th Ave Se
Bothell, WA 98021

info@chccbw.org
425-488-4121

CONTACT:

JON HUFF

DIRECTOR of
ADMINISTRATION

FIRST IMPRESSIONS TEAM & MEN'S MINISTRY ASSISTANT

Canyon Hills Community Church | Bothell, Washington

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 5,000 weekly worshippers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends 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 a Ministry Assistant who will support our First Impressions Team (FIT) and Men's Ministry in providing a welcoming and positive experience for everyone attending Canyon Hills Community Church. We are looking for someone with strong relational and organizational skills, who thrives in a fast-paced work environment, and enjoys supporting a high-performing team of volunteers.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

Creating an environment where people experience a positive first impression at Canyon Hills is crucial for making a long-term impact for our members and guests. Working closely with staff, FIT leadership team, and volunteers, this Ministry Assistant will assist through communicating, scheduling, planning special events, and encouraging all those serving in the FIT ministry. Additionally, this role partners with our Men's Ministry Director to equip and encourage the men of Canyon Hills to grow in their relationship in Christ.

IN YOUR NEW ROLE, YOU WILL:

- Support the Lead Pastor in carrying out the mission and vision of the church
- Provide administrative assistance to the staff overseeing the FIT and Men's Ministries
- Serve the FIT volunteer leadership team with administrative needs
- Communicate efficiently with FIT volunteers
- Serve as the staff liaison for ministry recruitment
- Work with FIT Schedulers in staffing weekly teams
- Serve as the event planner for FIT and Men's events, both large and small
- Assist in promoting Men's Ministry Events via email, social media and church announcements
- Maintain necessary supplies needed for FIT
- Prepare monthly communion, including scheduling and ordering supplies
- Serve the church and other Ministry Assistants as needed



IN THIS ROLE, YOU WILL REPORT TO:

Cares Pastor

WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus
- Administrative experience
- Heart for ministry
- Creative and organized thinking
- Excellent communication skills (written, verbal)
- Proficiency in Microsoft Office
- Team-player approach
- A strong work ethic with attention to detail and the ability to multi-task
- Strong people skills, ability to provide input and feedback, and positive attitude in interacting with staff, and volunteers
- Servant leadership with the ability to thrive in a dynamic and collaborative environment
- 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 5000 weekly worshipers.
- Through the generous support of Canyon Hills, our 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 also 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.



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