



Job Description *We create environments to proclaim the gospel*

Date: February 2026

Position Title: Administrative Assistant

Reports To: Dan Talcott, President

Job Summary: (Briefly describe the primary purpose of this job.)

We are seeking a highly organized and proactive part-time Administrative Assistant to provide essential support to our team and ensure smooth operations. This role is responsible for handling a wide range of administrative, clerical, and coordination tasks while maintaining confidentiality and professionalism. The ideal candidate thrives in a fast-paced environment, excels at multitasking, and brings strong communication skills along with proficiency in modern office software.

Essential Job Functions. (List the job's most important functions including any supervisory duties. Number the functions and show how much time is estimated for each as a percentage of the total job.)

1. Assist the President and Director of Operations in coordinating logistics for Crossings staff events, leadership retreats, board meetings, and other events as needed. (20%)
2. Maintain and produce board minutes, workbooks, gifts, and agendas. (20%)
3. Keep minutes, with the help of AI and transcripts, for leadership meetings and draft notes and follow-up action items. (20%)
4. Project management for short and long term projects. (20%)
5. Edit and help draft written communication, documents, and presentations. (20%)

Skills: Identify the job-related capabilities and actives required to perform this job well

1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
2. Strong written and verbal communication skills.
3. Excellent organizational and time-management abilities with keen attention to detail.
4. Ability to prioritize tasks, work independently, and meet deadlines in a dynamic environment.
5. Discretion and sound judgment when handling sensitive information.
6. Positive, professional attitude and strong customer-service orientation.

Work Experience: Describe the type of previous job-related experience required.

1. 2+ years as an Administrative Assistant, Office Assistant, Executive Assistant, or similar role
2. Familiarity with Asana project management tool preferred

Education: Check only the highest education degree required for this job.

High School Associate or Technical Bachelor Masters

Required Licenses or Certifications:

None