



JOB TITLE	BeWell Administrative Assistant
VERSION DATE	April 29, 2026
MINISTRY/DEPARTMENT	Compassion Ministry
APPROVED HOURS	20 hours per week
REPORTS TO	Director of Bewell Ministry
SALARY RANGE	\$18.00 - \$20.00
CLASSIFICATION	Part-Time, Non-Exempt

JOB SUMMARY

The Administrative Assistant – BeWell plays a vital role in supporting the daily operations of BeWell through strong organizational, communication, and administrative skills. This team member provides essential behind-the-scenes support by assisting with scheduling, client intake processes, data tracking, and communication with clients and care providers.

With a servant’s heart and attention to detail, the Administrative Assistant helps ensure that systems run smoothly so clinicians, coaches, and spiritual directors can focus on providing care. By supporting these operations, this role helps create an environment where individuals seeking support encounter compassion, dignity, and hope through the integration of mental health care and faith.

As staff members, we collectively act as proponents for encouraging individuals to embrace a lifestyle as cherished apprentices of Jesus. This is achieved by nurturing the five elements specified in our focus statement: engaging with Jesus, understanding the teachings of Jesus, practicing the works of Jesus, collaborating with Jesus, and extending invitations to others.

ESSENTIAL DUTIES/RESPONSIBILITIES

Client Communication & Scheduling

- Monitor BeWell email and phone for incoming requests
- Respond to service inquiries in a timely and professional manner
- Assist individuals in connecting with the appropriate resource (counseling, coaching, spiritual direction, or referrals)
- Support scheduling of clients with BeWell providers

Administrative Tracking & Coordination

- Track service requests, referrals, and client engagement through designated systems (e.g., spreadsheets or tracking tools)



- Maintain accurate and organized records of client interactions
- Update calendars and coordinate with the master calendar manager regarding events and scheduling needs

Communication & Support

- Communicate clearly and professionally with clients, volunteers, and team members
- Support ongoing communication between requestors and care providers as needed

Volunteer & Ministry Support

- Assist with volunteer scheduling and communication
- Submit promotional requests for ministry updates, events, and announcements

NON-ESSENTIAL DUTIES/RESPONSIBILITIES

- Additional duties as assigned by the supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK EXPERIENCE

- Minimum education required is a High school diploma or GED equivalent.
- Preferred some college or post-high school training.
- Prefer 3 months of experience in an administrative office environment.
- Experience with Excel and Google Sheets.
- Experience in the mental health field is desired.
- Experience in social work is desired.

SKILLS

- Positive attitude
- Conflict resolution



- Maintain privacy and confidentiality
- Customer service skills
- Coachable and trainable
- Good written and verbal communication skills
- Capacity to learn new applications
- Organization skills required; ability to manage and complete tasks
- Ability to work with and assist others with limited oversight
- Ability to work in a team environment and offer support to other team members as well as volunteers
- Exhibits the ability to attune to others with empathy while maintaining personal emotional regulation. Responds thoughtfully rather than reactively, especially in emotionally charged situations.

All employees of the church must be able to:

- Demonstrate the core values of Canyon View Vineyard Church.
- As an attentive listener, fully listen to all questions and concerns posed by members and colleagues.
- Utilize the database exclusively to track contact information about CVVC attendees and volunteers.
- Adheres to policies and procedures, including Human Resources policies, safety policies, and incident report requirements.
- Participates in required meetings as they are scheduled.

WORK SCHEDULE

This is a flexible, in-person position with a primary schedule of Monday through Thursday and occasional Sunday responsibilities.

If you're interested in this position, please email Brad your intention to apply, followed by submitting a résumé and cover letter, if available, by May 14, 2026, to Brad Cummins (bradc@canyonviewchurch.com). We look forward to reviewing your application!