

Support Staff Member

Purpose of the Role

The **Support Staff Member** (approximately 15 hours a week) helps keep things running smoothly at HCC. You'll jump in on regular tasks, pitch in during busy seasons, and cover for staff when they're out. The job works best for someone who's flexible and willing to learn a little bit of everything.

"This role requires flexibility in work time as well as an ability to learn and execute a variety of jobs..."

What You'll Do

- **Keep the office running:** Answer phones, greet visitors, and handle deliveries during staff meetings, retreats, Wednesday mornings, and on Fridays to maintain a consistent office presence
- **Learn the ropes:** Spend time with each staff member to understand their routines so you can step in when needed.
- **Fill in for staff:** Help with communications, volunteer coordination, scheduling, office tasks, and database updates when team members are out.
- **Support events:** Be part of the team for big church events like VBS, the Fall Family Event, and Christmas activities.
- **Manage supplies:** Keep office materials and adult Sunday school resources stocked and organized.
- **Stay on top of inspections:** Track building inspection dates and schedule them as needed.

What We're Looking For

- Someone proactive and ready to help wherever needed.
- A flexible, "I can do that" attitude.
- A team player who works well with staff, volunteers, and elders.
- A Christ-centered approach to serving and decision-making.

"Be flexible and willing to assist wherever needed for the health of the church."

Qualifications

- Self-starter with a flexible schedule.
- Organized, detail-oriented, and good with systems.
- Strong communication skills.
- Comfortable with technology and digital platforms
- Aligned with HCC's mission and Scriptural values.

Accountability

- Jesus Christ
- Church Elders
- Assigned Staff Member

Hours (Total of 15)

- Mondays: 10a-2p
- Wednesdays: 9a-12p (mid-August thru May)
- Fridays: 9a-4p

Compensation

- \$20/hour

We would love to hear from you! To apply, please send your resume, including references, to office@heath.church