

Office Administrative Partner

Crossroads Bible Church | Part-Time | 15–20 Hours per Week

Crossroads Bible Church is looking for an organized, welcoming, and detail-oriented **Office Administrative Partner** to help support the daily operations of our church office and the ministries we serve.

This role is a great fit for someone who enjoys serving others, managing details, creating order, and working behind the scenes to help ministry happen effectively. The Office Administrative Partner plays an important role in creating a hospitable and well-supported environment for our staff and guests.

Position Overview

The Office Administrative Partner helps ensure the day-to-day administrative operations of Crossroads run smoothly. This position supports office systems, staff administration, ministry coordination, and church-wide events while providing administrative assistance to ministry leaders.

Key Responsibilities

Office Operations & Hospitality

- Create a welcoming office environment by greeting guests, answering phones, and supporting daily hospitality needs.
- Maintain organized, clean, and well-stocked office and shared spaces.
- Manage office, kitchen, and ministry supplies, including ordering and inventory.

Staff & Administrative Support

- Assist with employee onboarding, off boarding, personnel records, and staff-related administrative needs.
- Maintain key administrative systems, including the church database, volunteer background checks, and office records.

Ministry & Event Support

- Provide administrative support to ministry leaders, with a particular focus on Men's Ministry and Equip Lab.
- Assist with scheduling, communication, calendar management, record keeping, and event coordination.
- Support church-wide and staff events through planning, preparation, logistics, and day-of assistance.
- Assist with expense processing, budget tracking, and administrative projects as needed.

Qualifications & Ideal Candidate

We're looking for someone who:

- Has a heart for serving the church and supporting the mission of Crossroads.
- Is warm, welcoming, and enjoys interacting with staff, volunteers, and guests.
- Is highly organized, detail-oriented, and able to manage multiple responsibilities.
- Takes initiative, follows through, and handles tasks with consistency and care.
- Communicates clearly and works well with a variety of people and ministry teams.
- Is comfortable with technology, databases, scheduling tools, and general office systems.
- Is flexible and willing to jump in wherever administrative support is needed.

Position Details

Position: Office Administrative Partner

Employment Type: Part-Time, Hourly

Hours: 15–20 hours per week

Reports To: Office + Events Director

Location: Crossroads Bible Church | Grand Rapids, MI