

**College Mennonite Church**  
**Office & CMC en Español Administrator - Cristian Alemán**

1. **Status:** .9 FTE (36 hrs/week)
2. **Job Function**  
Serve as the front office administrator, lead CMC en Español in musical worship; assist the Pastors of Community Outreach as requested; provide administrative support for the Church Board
3. **Accountability**  
To the Congregational Administrator
4. **Responsibilities and Performance Objectives**
  - A. **Office Responsibilities - 12 hrs/week**
    1. Serve as a welcoming and helpful presence in the front office
    2. Manage CMC email account and respond to voicemails
    3. Provide translation of communication pieces into Spanish.
    4. Manage reservation requests for use of the church-chapel facilities for CMC events
    5. Maintain adequate office supplies, ordering supplies as needed or requested.
    6. Collect, sort and deliver daily USPS mail
    7. Support Finance Director with weekly deposits
    8. Update website with weekly bulletin and homepage events
    9. Update prayer page in english and spanish as needed including monthly emails from MMN, MEA and IMMC
    10. Update Member and Participant data in ICD and Flocknote - communicate changes to Director of Finance and Facilities
    11. Update literature boxes as needed: deaths and new members
    12. Maintain bulletin board outside of office as needed
  - B. **CMC en Español support - 12 hrs/week**
    1. Coordinate all aspects of music for the CMC en Español worship service with support from technical staff and participating musicians. (*Practice: 3 hrs/week; Worship: 3 hrs/week*)
    2. Actively participate in worship planning with the pastors of community outreach. Provide spiritual, scriptural and musical leadership, and contribute to the selection of songs and worship music. (*1.5 hrs/week*)
    3. Organization of volunteers for Sunday mornings (*1 hr/week*)
    4. Send a report to Pastors of Community Outreach for any ministerial support offered to, or requests received from, spanish-speaking members of the congregation.
    5. Communicate requests for clothing, household goods, furniture and transportation with leaders of the Resettlement Ministry.
    6. Support Pastors of Community Outreach with events planning and communication as requested
    7. Coordinate with the Director of Music Ministry for joint worship initiatives
    8. Create graphics for CMC en Español services and activities
  - C. **Additional Administrative Responsibilities - 2 hrs/week**
    1. Participate in team meetings
    2. Assist Jubilee program as needed
    3. Provide back-up for funeral planning support, including contacting volunteer coordinators and preparing the order of worship.
    4. Prepare and file agendas, minutes and other correspondence for the church board.
    5. Prepare materials for congregational meetings in coordination with the church board chair.
    6. Provide additional support as assigned and/or needed