



Christian Counseling & Educational Foundation

JOB POSTING

Counseling Ministries Administrator

Job Term: Full Time

Qualifications: A degree in business or similar professional experience in administration is required. The ideal candidate will have demonstrated skills across a broad administrative management spectrum including: interpersonal relations, multi-tasking, project management, and professional writing. Qualified candidates will be strong self-starters, but will also be able to work well in a team environment. Moreover, candidates should be able to demonstrate proficiency with computer technology, office suites, email and web-based programs. Familiarity with CCEF and Biblical Counseling is preferred.

Description: The Counseling Ministries Administrator will provide administration for the Counseling Ministries department, including: counselors, interns, receptionists, and support staff. Responsibilities in the position will include personnel and administrative management. The Administrator will also work closely with the Director of Counseling Ministries assisting with budgeting and financial reporting, strategic planning, and policy compliance (both internal and external). In addition, the Administrator will collaborate with other departments in the organization to fulfill Counseling Ministries goals and objectives.

Specifics include:

- Overseeing Front Desk, including hiring, training, and daily interactions
- Planning and executing various functions for Counselors including meetings, scheduling, and providing assistance as needed
- Reviewing and updating the departmental section of the webpage at ccef.org
- Managing Counseling Ministries' Intake administration

Deadline: Interested candidates should submit a cover letter and resume by Thursday, November 30.

Contact Information: Charlotte Eastlack, Director of Business & Finance, at ceastlack@ccef.org

Date Posted: 10/27/17 to 11/30/17

CCEF is an equal employment opportunity employer

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.