



LIVING HOPE

Lead Pastor Administrative Assistant

Full-time (32 hours/week) with benefits

Requirements:

1. **Spiritual:** A profession of faith and a lifestyle consistent with that profession; Agreement with our statement of faith and an evident zeal for the things of the Lord. Model servanthood among co-workers, families, congregation and community.
2. **Personal:** A pleasing, positive personality, care for personal appearance and hygiene, able to work hours needed, and “full of grace and truth.”
3. **Professional:**
 - a. **Education:** Post-secondary education preferred in related field.
 - b. **Skills:** Accomplished use of Microsoft Office including Outlook, Good communication skills, Good steward of time and financial resources, Confidentiality, Edit/Proofing and Keeper of schedules and Dropbox.
 - c. **Experiences:** Administrative Assistant, self-management of projects, self-motivated, and charity organization work.

Relationships

1. Reports to Lead Pastor
2. Primarily works with Lead Pastor and Elder Board
3. Works as member of Support Staff Team

Responsibility:

1. Serve as primary Admin Assistant to Lead Pastor
2. Assist with Membership and Baptism coordination details
3. Attend and communicate Ministry Staff meeting agendas & minutes to staff
4. Meet with Lead Pastor to maintain preaching schedule
5. Coordinate staff events
6. Maintain Dropbox for Elders and Pastor/Ministry staff
7. Coordinate with Elders New Memberships, Prayer & Anointing, Congregational letters, Communications

Staff Connections

1. Coordinate communication and other administrative functions with others on the church staff
2. Meet regularly with Lead Pastor for mentoring and support
3. Perform other duties as directed by supervisor.