

Administrative Assistant for Adult Ministries

Job Description

Title: Administrative Assistant for Adult Ministries
Reports to: Executive Administrator
Purpose: The Administrative Assistant for Adult Ministries is a part-time (up to 20 hours per week) position responsible for providing general administrative support to Adult Ministries, then to various departments as time allows.

Character Traits of the Administrative Assistant for Adult Ministries

- A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus
- A passion to see those at LEFC to fall in love with Jesus and live out their relationship with God in their *oikos*
- Administrative leadership. A leader who can think through and proactively plan out the organizational and systemic details of an effective ministry
- Team player. An individual who wants to serve as part of a larger team supporting the staff in carrying out the ministry goals of the church
- The desire to grow, develop and mature, both spiritually and professionally

Job Responsibilities of the Administrative Assistant for Adult Ministries

- Primary interaction is with the Pastor of Adult Ministries, the Director of Women's Ministries, and Adult Ministry staff.
- Assist in planning and executing events, including design, registration, promotion, communications, organization, and details.
- This role is very focused on details and the organization of church management software. Accurate data entry, group management, meeting space assignments, and event management are essential.

- Occasional support during weekend services or evening events will be required with notice (e.g., Secret Church and big events).
- Take full responsibility of keeping LEFC's website current on Adult Ministry related items.
- Provide human resource support for Executive Pastor processing both hiring and insurance paperwork
- Participate as a member of the LEFC Church Staff, and perform other duties as the situation arises/assigned by supervisor

Requirements for the position

- Excellent communication skills – written, verbal, and interpersonal – with excellent attention to detail
- Excellent organizational and administrative skills, as well as project coordination experience
- Ability to prioritize multiple tasks and projects while working under deadlines.
- Proficient in the use of a variety of software applications, e.g., word processing, presentation, and publication software.
- Strong relational, creative, and problem solving abilities.
- Service-oriented, nurturing, and a positive can-do attitude.
- The ability to be trusted with confidential information.
- High School Diploma or equivalent