

Life Changers International Church Job Description

JOB TITLE: Administrative Assistant
REPORTS TO: Director of Strategic Operations
DEPARTMENT: Community Life/Communications/Admin Support
SCHEDULE: Fulltime
DATE: August, 2018

JOB SUMMARY: Reporting to the Director of Strategic Operations, the Administrative Assistant will assist to develop plans to advance the efficiency of organized communication for all teams that are directly involved with the church community experience. Ability to create new ideas/concepts to build relationships with team leaders, implement communication systems, and track the growth, success, and revises to the comm. systems, while supporting and enhancing the achievement of our church's vision and mission to create a contagious atmosphere for people as they encounter an experience with God.

RESPONSIBILITIES:

- Supervise campus services and event management
- In regards to weekend services and events, assist with management, team recruitment and communication, and the successful execution of making the big picture of ministry become a reality.
- Provide leadership, management and vision necessary to ensure that the ministries overseen by them have the proper administrative, reporting procedures, and communication systems in place to effectively grow and success.
- Lead the initiative in creating an atmosphere where people can connect, families can gather, and community can thrive within church.
- Manage experience teams with scheduling, follow up, and accountability.
- Oversee teams from both campuses and schedules weekend setups with volunteers.
- Recap on past weekend follow up and future planning for upcoming weekend services.
- Executive Offices Care (shopping, cleaning, decor)
- Hospitality organization for special events
- Recruit and oversee a call team for connect follow up!
- Lead the charge when it comes to special projects and recruit volunteers for the necessary projects

QUALIFICATIONS:

- Must have a saving knowledge of Jesus Christ, a pursuit of maturity in the faith and a growing walk in the Spirit. Be supportive of the ministry's vision, mission, values and statement of faith.

- Be able to convey the vision of Life Changers International Church & Gregory Dickow Ministries to staff, volunteers, and peers. Attend Life Changers International church as a member, embrace church leadership and values
- Must be transparent, genuine and honest with proven leadership skills
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, project development
- Strong written and oral communication skills
- Aware of current communication systems and administrative structure
- Ability to interface and engage diverse volunteer and professional vendors
- Demonstrated ability to oversee and collaborate with teams, staff & leaders
- The right candidate will have 3-5 years prior administrative assistant/supervisory experience
- The person must have the ability to multi-task, manage time, manage projects and tasks
- Able to take initiative and work independently in a fast paced, ever changing environment
- Proficient in Microsoft Office Suite; familiar and comfortable with technology
- Possess excellent verbal and written communication skills
- Exceptional skills in dealing courteously with public, being personable and friendly, reflecting the love of Jesus Christ
- Demonstrated exceptional attention to organization and detail
- Must be flexible and willing to adapt to changing or competing priorities; able to manage multiple demands; continually seeking new ways to grow professionally; and driven to succeed with a “can-do” attitude
- Have the ability to stay focused in an atmosphere with distractions, be physically mobile, use stairs and drive occasionally