



Job Description
Hi-Crest Administrative Assistant

Accountable to: Lead Campus Pastor, Johnathan Sublet FLSA Classification: Non-Exempt, hourly

Work schedule:

Part-time, approximately 25 hours per week. Assisting Lead Campus Pastor as needed.

Position Mission:

Joyfully, effectively and confidentially assist the Lead Campus pastor to thrive and fulfill his calling to help people find and follow Jesus Christ.

Specific Responsibilities:

Receive and direct telephone calls to the Hi-Crest Campus.

- Answer telephone calls directed to the Hi-Crest Campus and screen calls as appropriate
- Serve as gatekeeper to the lead campus pastor, while ensuring people are helped in a friendly and efficient manner
- Review and prioritize telephone messages and daily mail for the lead campus pastor
- Make telephone calls for the lead campus pastor, as directed

Maintain lead pastor's appointment calendar

- Make appointments for the lead campus pastor, while redirecting those appointments that can be appropriately handled by another staff member
- Enter meetings, conferences, and church-wide activities onto the calendar at the lead campus pastor's request
- Provide the lead campus pastor with updated daily, weekly, monthly and yearly calendars
- Coordinate the Fellowship Hi-Crest preaching & Service schedule, including guest teachers and other roles.

Assist with meeting preparation

- Aid in preparation for meetings through the production of documents, handouts, reports, meals, reminders, etc., as requested by the lead campus pastor
- Support the other campus leaders.
- Record meeting minutes, when requested, and assist in ensuring meetings proceed in a professional and timely manner

Maintain the lead pastor's files

- Maintain various types of files and databases for the lead campus pastor
- Scan all documents and store in appropriate account (Evernote, Dropbox, Google Drive)
- Track and reconcile expense account for the Hi-Crest Campus

Perform administrative duties for the lead pastor

- Review and/or draft the lead campus pastor's correspondence and answer mail and/or compose letters, as directed
- Type ministry-related correspondence, reports, minutes, and sermon illustrations
- Prepare Propresenter slides for weekly services
- Prepare Announcement details for weekly services
- Prepare Sermon notes handout for weekly services
- Arrange and reserve all ministry-related travel
- Initiate paperwork and maintain files on Fellowship copyright issues, as appropriate

Coordinate special projects for the lead campus pastor

- Take initiative for new and special projects, as requested by the lead pastor

- Represent the lead campus pastor in dealing with members of the congregation, other churches, and the community at large
- Arrange transportation and hotel accommodations for special guests of Fellowship

Minimum Requirements:

Education/Experience

- Prefer 2+ years experience as a lead level administrative assistant
- Bachelor's or equivalent degree/certification
- Must possess a working knowledge of standard office equipment, computers, copiers, phone, and online environments.
- Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, Google Suite, database systems and use of the Internet. Technologically savvy.
- Must possess efficient, caring, and discerning telephone skills
- Must have a heart for the ministry of Fellowship
- Must possess the desire to aid the lead pastor in fulfilling his responsibilities and lighten his load whenever possible
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Maintains confidentiality in all situations
- Needs to have the gift of hospitality and is highly engaging
- Possess a helpful, cheerful, diplomatic, and caring servant attitude to all
- Has strong organizational skills and is Self-Motivated.
- Can readily share the Gospel with partners, volunteers, clients, and others when appropriate
- Able to prioritize and multi-task, using good time-management skills in a fast-paced environment

Work Environment:

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. A staff member is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.



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Job descriptions are not intended to and do not create employment contracts. Fellowship maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name