



Job Description

Hi-Crest Administrative Assistant- Communication

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

Work schedule:

Part-time, approximately 25-30 hours per week. Assisting Lead Campus Pastor as needed. Compensation: \$12-15 per hour (contingent upon education & experience)
Location: Fellowship Hi-Crest, Avondale East Elementary School, Topeka, KS

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.

Who are we looking for?

The Fellowship Hi-Crest team is searching for an experienced, passionate professional to join our team of high-performers. We are diligent, fervent, and relentless in serving the members of our community. The administrative assistant MUST possess the drive, experience, and education to add value to our body and dually serve our friends and neighbors in the Hi-Crest community.

The administrative assistant identifies and addresses the needs of the Lead Campus Pastor to ensure an organized, professional foundation for Hi-Crest's Leadership team. The administrative assistant consistently delivers on details, enjoys working in a fast-paced environment, and thrives in a professional atmosphere. Responsibilities range from corresponding with community partners and members of the congregation, managing appointment requests, and special projects, to general administrative work.

The administrative assistant must possess the skills and experience to communicate with community partners, draft professional communications, manage leadership calendars, and exercise strict confidentiality and discretion.

Should you apply?

- Do you enjoy creating high-quality documents, reports, and presentations?
- Do you look forward to developing and implementing orderly systems and processes?
- Are you motivated by knowing you are providing a productive and professional work environment for others?
- Do spreadsheets, post-its, and file folders make your heart happy?
- Do people compliment your pleasant outlook, servant's heart, brilliant organizational skills, hospitality, and ability to gracefully navigate challenges- all with a smile?

If you answered "yes" to these questions, review the position responsibilities and requirements. If you have the passion, experience, and skill-set required to excel in this position, we would love for you to apply!