



# EASTMONT CHURCH

## Church Office Administrative Assistant

The Church Office Administrator has the two-fold responsibility of providing a high level of office management services for Eastmont Church, and providing administrative and basic ministerial support to the pastors, staff, and congregation. This person will give a positive first impression of the church using effective communication that supports the mission and ministries of the church.

**Reports To:** Executive Pastor

**Works with:** Pastors, Staff, Elders, Ministry Directors

**Oversees:** Communications, Calendars, Admin Support

**Date:** As soon as possible

<b>Roles</b>	<b>Results (what success looks like)</b>	<b>Responsibilities (actions to produce results)</b>
<b>1. Administrative Support</b>	*Pastors, staff and ministry leaders who are well communicated with. Problem solve for staff and ministry leaders. Assist with executing operational initiatives.	*Provide basic support for the Pastors, Ministry Directors, Staff, Ministry Teams and Elders
<b>2. Planning Center Online Data Management</b>	*Input new information into PCO. Clean up old/irrelevant data. Be forward-thinking on new modules and uses. Keep events updated.	* Manage all aspects of Planning Center including People, Check-Ins, Groups, Registrations, Services, Publishing, Church Center App
<b>3. Church Calendar Management</b>	*Calendars kept accurate and up to date.	*Manage all events, meetings, and building use

<b>4. Communications</b>	*Accurate, well-phrased communications to our teams internally and our people externally. Friendly, quick responses to inquiries. The ability to redirect people to the right places. Represent Eastmont professionally in all interactions with outside churches, vendors, and visitors.	*Manage internal and external communications under the supervision of the XP. These include: Weekly sermon (ProPresenter), Weekly newsletter (Email), Website (Calendar/Events), Walk-ins, Phone Calls
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<b>5. Staffer At Large</b>	*Members are known and cared for *Members who are led well *Events that are done well *New initiatives have ownership from all staff and ministry leaders	*Be available to help out with new initiatives and events *Be flexible and helpful *Avoid becoming a silo ministry *Speak well of other ministry leaders and pastors
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**Qualifications**

- To have a love for people, an understanding of grace, and a strong sense of the local church as a place to offer respectful and compassionate service
- To have a theological agreement consistent with Eastmont’s Statement of Faith and values
- Excellent phone, verbal and written communication skills
- Attention to detail, including proofreading and editing skills
- Ability to work independently, with effective time management and follow-through
- A self-starter and a team player
- Ability to prioritize and meet deadlines
- Professional and cordial conduct and good interpersonal skills at all times
- Ability to keep contacts with church members and others in strict confidence
- Strong office management and people skills
- Strong computer and website skills; competency in Microsoft Office/Google Drive/Dropbox etc, and the ability to learn Planning Center Online
- Ability to modify and work within Facebook and other social media environments
- A demonstrable call to serve in church ministry work; 2-4 year degree preferred but will consider 3-5 years office management and/or church ministry experience
- This is a 40-hour salary position (additional hours may be required occasionally); salary depends on experience
- The candidate will be expected to be an active attender of Eastmont

To apply for this position, please send in a resume to danp@eastmontchurch.com