

## **Job Description**

### **Admin Specialist to Operations**

Village Church

#### **General Personal & Spiritual Qualifications**

- Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
- Model biblical integrity in all things. (Titus 2:7-8)
- Model biblical community in relationships as described in the “one another” commands in Scripture.
- Support a multi-staff and multi-cultural team ministry.
- Understand and be willing to submit to Village’s Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

#### **Job Specific Required Qualifications**

- Experience with, or the ability to learn, specialized web-based church management and facility apps.
- Proficiency in Google suite, Microsoft Office including Outlook, Word, Excel, PowerPoint and Publisher.
- Ability to be a project manager for assigned projects related to operations, including facilities, HR, and finance.
- Excellent attention to detail.
- Good written and verbal communication skills.
- Strong organizational and time management skills.
- Able to work independently with little supervision.
- Work hours not to exceed 30 hours per week. Pay range \$18-22 per hour depending on level of experience.
- Bi-lingual preferred but not required.

#### **Primary Job Responsibilities**

1. Provide administrative support to the Executive Director.
2. Interact with congregants/key volunteers and others who work with the Executive Director. This includes email, in person, or on the telephone; answering or referring inquiries.
3. Provide back-up for the Front Office Team when needed to welcome visitors via email, in person, or on the telephone; answering or referring inquiries.
4. Be available to assume any role assignment directed by supervisor as need arises including possible supervision of other admin staff and support for Facilities Manager.

#### **Relationships**

Reports to the Executive Director

***To apply, submit cover letter and resume to [ben+hiring@villagebeaverton.com](mailto:ben+hiring@villagebeaverton.com)***