

Ministry Support Staff Job Description

Administrative Specialist

General Personal & Spiritual Qualifications

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

Job Specific Qualifications

1. Proficiency in Microsoft Office including Outlook, Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Drives, etc. Working knowledge of desktop publishing software.
2. Excellent attention to detail.
3. Good written and verbal communication skills.
4. Strong organizational and time management skills.
5. Able to work independently with little supervision.
6. Experience with, or the ability to learn, specialized web-based church management and facility scheduling applications such as Fellowship One and ServiceU.
7. Work hours not to exceed 40 per week.

Primary Job Responsibilities

1. Welcome visitors by greeting them, via email, in person, or on the telephone; answering or referring inquiries.
2. Provide administrative support to one or more ministries.
3. Be available to assume any role assignment directed by supervisor as need arises.

Relationships

1. Reports to Assistant Director of Operations and Connections

Interested applicants should email a resume and cover letter to the attention of Yenna Lee, yenna@villagebeaverton.com or mail to Village Church, 330 SW Murray Blvd., Beaverton, OR 97005.