

Job Description

Admin Specialist to the Lead Pastors

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 Microsoft Office including Outlook, Word, Excel, PowerPoint and Publisher. Working knowledge of desktop publishing software.
- Ability to research topics i.e. for sermon preparation.
- Excellent attention to detail.
- Good written and verbal communication skills.
- Strong organizational and time management skills.
- Able to work independently with little supervision.
- Bi-lingual in Spanish, Korean, and English preferred (not required) for translation of announcements and other selected communications.
- Work hours not to exceed 30 hours per week. Pay range \$18-22 per hour depending on level of experience.

Primary Job Responsibilities

1. Provide administrative support to the Lead Pastor.
2. Interact with congregants/key volunteers and others who work with the Lead Pastor. 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 likely work to support the Associate Lead Pastor(s).

Relationships

Reports to the Lead Pastor

To apply, submit cover letter and resume to ben+hiring@villagebeaverton.com