

Job Description

Administrative Specialist

Village Church

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 Google Suite and/or Microsoft Office. 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. Bi-lingual in English and Spanish or Korean preferred for translation of announcements and other selected communications.

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 the Executive Director.
2. Receives an annual review from the Executive Director according to the review policy established by the Personnel Commission.

This full-time position offers a comprehensive benefits package for the employee and a pay range of \$18-\$22 per hour based on level of experience.

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