



Administrative Specialist Job Description

This part-time position offers vacation time and a pay range of \$18-\$22 per hour based on the level of experience. The role guarantees 20 hours per week and we're flexible on when the hours are worked Monday-Friday between 8a-5p.

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth, passion for God, and continued growing in the Lord.
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 honor and respect Village's Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

Job Specific Qualifications

1. Working knowledge of email, word processing, spreadsheets, and basic slide presentation software such as Microsoft Office and Google Suite.
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 English and Korean for translation of announcements and other selected communications.

Primary Job Responsibilities

1. Welcome visitors and congregants by greeting them, via email, in person, or on the telephone; answering or referring inquiries.
2. Checking in congregants or non-church neighbors who need assistance from a pastor of the day.
3. Provide administrative support to one or more ministries including Korean Ministry or Hispanic Ministry. Besides written translation of key materials, this includes clerical duties such as copying, printing, postal mailing, bulk email sending, and mail distribution.
4. Be available to assume any role assignment directed by supervisor as need arises.

Relationships

1. Reports to both the Executive Director and either Pastor of Korean Ministry or Pastor of Hispanic Ministry.
2. Receives an annual review from the supervising Pastor according to the review policy established by the Personnel Commission.

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