



Administrative Specialist Job Description

Ministry Associate supporting the Pastor of Integrated Missional Living and the Pastor of Multiethnic Ministries

This position is a volunteer role (10-20 hours a week, Monday-Friday between 8:00a-6:00p with flexibility on the exact hours) working mostly from our church campus and, if needed, partially remotely.

The opportunity & what you will do

We are looking for someone with the natural wiring and strengths to support two pastors, the Pastor of Integrated Missional Living (Insil Kang) and the Pastor of Multiethnic Ministries (Mauricio Rivas), and their ministries. You will interact with many cultures each day and experience a variety of tasks. Depending on your desire and skills, you will assist with administrative projects that could include creating registration webforms, reserving rooms, managing spreadsheets, or simply researching the best books for an upcoming training. You will be welcomed to contribute ideas that allow our ministries to integrate powerfully as we pursue our intercultural, intergenerational vision for a community in Christ.

Who you are

You take great satisfaction from being productive and busy, but you enjoy working with others to achieve a goal. You can organize and prioritize but also have a flexibility when there are good reasons to adapt. You treat everyone fairly but know when to ask a supervisor about making exceptions to serve people. You take ownership of what you say you'll do. You are winsome, kind, and have an enthusiasm or drive that is contagious.

Job Specific Qualifications

1. Working knowledge of email, word processing, spreadsheets, and basic slide presentation software such as Microsoft Office or 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 apps.
7. Preferred bi-lingual, ideally in English and Spanish.

Primary Job Responsibilities

1. Provide administrative support to two or more ministries including DNA (small groups), local missions, Hispanic Fellowship, Chinese Fellowship, Japanese Fellowship, and more.
2. Assisting with projects to organize and structure the ministry such as managing registrations for classes or events, reserving rooms and other event preparation like arranging refreshments, and creating signs or other printed materials.
3. Clerical duties such as copying, printing, bulk email or text sending.
4. In collaboration with other church office staff, occasionally answering the telephone or



greeting office visitors and answering general inquiries.

5. Be available to assume any role assignment directed by a supervisor as need arises.

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 the role and duties of the job. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Embrace Village's Mission, Vision, and Values – modeling a commitment to helping the church realize these goals.
5. Support a multi-staff and intercultural team ministry.
6. Be willing to honor and respect Village’s Confession of Faith, covenant, position statements, and policies.