

NOW HIRING!

Part-Time Mobilization Assistant

DESIRED CHARACTER TRAITS & SKILLS

CHEMISTRY

- Heart to build and nurture strong relationships within all areas of the ministry
- Passionate about seeing everyone engaged in God's mission locally and globally
- Collaborative team player

COMPETENCE

- Strong organizational and administrative skills. Clear communicator
- Proficient in the creative use of a variety of software and systems
- Experience with coordinating projects, events, and travel

CHARACTER

- Life centered on Jesus
- Humble and Trustworthy
- On mission to make disciples of Jesus Christ by sharing Him with their Oikos



LANCASTER
EVANGELICAL
FREE CHURCH

Lancaster Evangelical Free Church is seeking a part-time (20 hours per week) Mobilization Assistant to support our ministry.

Please read the complete job description below and prayerfully consider if God is calling you to this role at LEFC.

**Accepting
applications through
May 18, 2026**

INTERESTED?

WE'D LOVE TO HEAR FROM YOU!

READY TO TAKE THE NEXT STEP?

SUBMIT YOUR COMPLETED APPLICATION AND RESUME TO:

Danielle Wittmaier

EXECUTIVE ADMINISTRATOR - OFFICE & HR MGMT

wittmaier@lefc.net

419 PIERSON RD, LITITZ PA 17543 | 717.626.5332

Mobilization Assistant

Job Description

Title: Mobilization Assistant

Reports to: Pastor of Mobilization

Purpose: The Mobilization Assistant is a part-time position responsible for providing administrative support to Mobilization as well as other tasks as time allows.

Character Traits of the Mobilization Assistant

- A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus
- Has a passion for seeing God's people discover their role in His mission as they live out the great commission in their oikos and around the world.
- Team player. An individual who wants to serve as part of a larger team supporting the staff in carrying out the ministry goals of the church
- The desire to grow, develop and mature, both spiritually and professionally
- Fully invested in the ministry of LEFC. It is our expectation that our team members and their family will be involved in LEFC wherever appropriate

Job Responsibilities of the Mobilization Assistant

- Primary interaction is with the Pastor of Mobilization, providing administrative support to the mobilization ministries of LEFC.
- Develop relationships with global partners, local community partners, and crisis response ministry leaders to enhance overall ministry effectiveness.
- Coordinate updates to the Mobilization pages on LEFC's website with Pastor of Mobilization and Communications Coordinator
- Communicate with global partners monthly for prayer requests and annual ministry reports, and create monthly prayer guide
- Promote mobilization ministry by submitting regular communication for the LEFC church-wide weekly email, overseeing bulletin inserts and designing and uploading slides for Mobilization digital signage.

- Manage the missions wall and café décor, keeping global partner prayer cards current
- Welcome and encouraged to attend weekend Mobilization ministry meetings as schedule allows
- Manage reservations and coordinate schedule for the Lucas House (missions house) and LEFC missions vehicle. Schedule volunteer teams for cleaning the Lucas House between global partner stays
- Provide administrative support for the LEFC short-term trips including posting on website, promotion within LEFC, making travel arrangements, and distributing applications
- Provide travel assistance to Pastor of Mobilization and other staff team members
- Oversee administrative duties for community outreach events
- Provide back-up receptionist support as directed by the Executive Administrator
- Participate as a member of the LEFC Church Staff and perform other duties as the situation arises/assigned by supervisor or member of LEFC's executive team.

Requirements for the position

- Excellent communication skills – written, verbal, and interpersonal – with excellent attention to detail, exercising discernment
- Excellent organizational and administrative skills, as well as project coordination experience. Ability to prioritize multiple tasks and projects while working under deadlines
- Proficient in the creative use of a variety of software applications, e.g., word processing, presentation, and publication software
- Strong relational, creative, and problem-solving abilities with a servant's heart
- The ability to be trusted with confidential information
- High School Diploma or equivalent

Lancaster Evangelical Free Church (LEFC)

Application For Part-Time Employment

Position Applied For: _____ Date: _____

1. Personal Information:

Last Name	First Name	Middle Name
Present Address		
Permanent Address (if different than above)		
Telephone	E-mail	

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by LEFC? If so, please give their name and the dates of their employment:

Have you at any time ever: *Please type "yes" or "no" in answer to each question*

Been arrested for any reason?	
Been convicted of, or pleaded no contest to, any crime?	
Engaged in any child molestation, exploitation, or abuse?	
Been accused of any child molestation, exploitation, or abuse?	

If the answer to any of these questions is "yes," please explain in detail:

2. Educational History:

	School Name/Location	# of Years Completed	Degree/Diploma
High School			
College/University			
Tech. Training			
Other			

3. Employment Record: *Please include information for your last two employers.*

1	Organization Name (current/most recent employer)	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		
2	Organization Name	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		

4. Job Competencies: What skills, areas of knowledge, or experiences do you have which lead you to believe you are competent to perform well in this position?

5. Organization Fit: Because LEFC is a church with the intent to exhibit and promote the Christian faith, please describe the relationship you have had with Christ and the Church over the past three years, and more specifically at the current time.

6. Work Style: Do you prefer to work hard behind closed doors or work hard as part of a team?

7. Why do you want to work at LEFC?

8. How long have you been involved at LEFC? Where do you connect best in our congregation?

9. Personal References: *Please do not include relatives.*

1	Name	Relationship to You	Years Known
	Address		Telephone
2	Name	Relationship to You	Years Known
	Address		Telephone

Application Verification and Release:

I recognize that LEFC is relying upon the accuracy of the information asked for in this application document. Accordingly, I attest and affirm that all of the information I have provided is true and correct.

I authorize LEFC to contact any person or entity I have listed herein and authorize the same to provide information related to my background, character, and qualifications. I further authorize LEFC to conduct a criminal and child abuse history background check if that is deemed necessary.

Printed Name: _____

Signature: _____

Date: _____

Please return your completed application along with your resume, or refer any questions you have to:

*Danielle Wittmaier
Executive Administrator
Lancaster Evangelical Free Church
419 Pierson Road
Lititz, PA 17543
(717) 626 5332
wittmaier@lefc.net*

Meet Lancaster Evangelical Free Church

LEFC is a multi-generational regional church located just outside the borough of Lititz. People of all ages come together from various communities in the northern Lancaster County area to worship and serve the King of Kings!

LEFC began with a small group of people who believed the area needed an Evangelical Free Church, a church that would hold the Word of God in high regard and be a grace-filled place where people could “come as you are.” We have grown to a body of about 1,800 people who love God deeply, study his word, and share not only the gospel but our lives with the people that make up our relational worlds, a group the ancient Greeks identified by the word *oikos*. The very words of Christ are what unite and mobilize us in our mission to “make disciples of Jesus Christ.” We do this by loving God, loving people, living truth and proclaiming Jesus.

The Lord has blessed us with stable leadership and a growing staff team with low turnover. Together, we are focused on four key areas of vision specific to LEFC’s call as part of the body of Christ: Reaching Southeast Asia, Teaching Church, Multiplication, and Praying Church. We are also entering a season of expansion with the introduction of Project 2:42 this fall, which will add much-needed teaching space and parking. We joyfully anticipate all God will do in and through us for the advancement of the gospel for His glory!

Welcome to Lititz

With a well-preserved small-town culture, Lititz is a treasure spot in the heart of Lancaster County. Boasting a vibrant downtown, Main and Broad Street are lined with unique shops a short walking distance away from beautiful Lititz Springs Park. Lititz offers trendy eateries, pastry shops, a coffee roaster, award winning pubs and more.

Lititz hosts the longest continuously running fourth of July celebration in America, a massive craft fair, the chocolate walk, and countless other events and celebrations throughout the year.

Surrounded by rolling farmland and rooted in rich heritage, it has a steady heartbeat of tradition and history. This blending of old and new is what sets it apart from other small-town destinations; with residents and visitors alike relishing in its timeless and vibrant ambiance. It’s no wonder Lititz was voted America’s Coolest Small Town.