

LHBC: MINISTRY ASSISTANT JOB DESCRIPTION 2018

Job Title: Church Administrative Assistant

Interested? Contact LHBC office or Joe Lum

Job Hours & Compensation: ~15 hours / week, flexible; Compensation DOE

Job Description: The following responsibilities of the LHBC Admin Assistant include:

Personal: Good people skills and familiar with the LHBC church family as they will interact with many of the attendees.

They must be a growing Christian who is a faithful regular attendee and currently serving at LHBC. History of faithfulness.

Administrative

- Answer phones, deliver mail, and maintain info@livinghopebible.org email address and account.
- Purchase gifts as needed (graduations, baptisms, benevolence)
- Assist various department heads with orders (i.e. Children's ministry gifts, communion & offering supplies, etc...)
- Maintain office supplies, church calendar & data reporting as needed (Copy Tech, CCLI)
- Misc. duties as directed by the Senior Pastor: copying, filing, Craigslist postings, etc...

Communications

- Prepare and print weekly bulletin, announcements, and flyers (as needed)
- Manage LHBC email list (Vertical Response) and special announcements as needed; E-Newsletter backup
- Assist LHBC webmaster with maintaining website
- Manage LHBC social media accounts (Facebook, Instagram, etc...) for announcements, event promotion, etc...

Publications & Design

- Create certificates for membership, baptism, and child dedication
- Oversee the compilation and printing of annual publications (annual report, retreat booklet, photo directory, various flyers); Welcome packets, cards, and materials
- Occasional special projects as needed (special mailings, maps, surveys, banners, promotional materials, etc...)

Necessary Skills: Technologically Skilled

- The ability to learn quickly and solve problems using various software programs and online sites
- Very proficient with PC platform (Windows); Smartphone use
- Strong MS Office skills (Word, Excel, Publisher) and copy-editing skills (spelling, grammar)

Helpful skills (will need to learn)

- Computer, printing, and copier troubleshooting skills
- Various online sites used: Form designers (Google forms, Survey Monkey, JotForm, WuFoo), Design (Canva, Publisher), E-Mail (Gmail, MailChimp), Wix, Craigslist, PayPal, Animoto, etc...
- Design Skills: Publisher, Adobe Creative Suite (InDesign, Photoshop, Illustrator, and Acrobat), and a design / artistic eye is helpful