

Vacancy Announcement

Administrative Assistant

Position summary: Life Covenant Church (LCC) of Helena, MT is seeking a three-quarter time to full-time Administrative Assistant who, under the guidance of the Pastor of Discipleship & Administration, is responsible for creating a warm and inviting atmosphere for everyone who interacts with the church office; providing timely and accurate information (verbal and through print) to the LCC family and broader community; providing administrative assistance to ministry leaders and staff; managing the church's calendar and use of the facility; and maintaining LCC's database of non-financial information.

Primary duties include, but are not limited to, the following:

- Answer the phone and greet visitors with warmth and professionalism
- Manage the church's calendar, use of the facility, and demographic database
- Create and distribute accurate and timely information through various forms of communication such as the weekly bulletin, monthly newsletter, and other various promotional materials
- Assist in managing the church's online and social media presence
- Manage the inventory of office supplies and maintenance of office equipment
- Maintain the Reducing-The-Risk (RTR) program documentation including application process, reference calls and background checks
- Assist staff and ministry leaders in administrative details related to various events and activities
- Create and maintain systems for organizing the overall church office

Qualifications

The ideal candidate will have some experience and a willingness to learn in the following areas:

- Demonstrate solid computer skills and the ability to learn various software and online programs
- Work independently, maintain strong organization skills and have outstanding people skills
- Excellent verbal and written communication skills
- Warm, inviting and responsive to people via the telephone
- Invite, encourage and oversee volunteers to help with administrative duties
- Support the vision, strategies, and purposes of Life Covenant Church
- Direct experience in administrative responsibilities in a dynamic office setting preferred

Wage, Hours and Benefits

This is a three-quarter to full time position between 29 and 40 hours per week. The person chosen for this position will be hired at an agreed-upon number of weekly hours within that range and a set work schedule between 8am and 5pm Monday through Friday.

This position includes health, retirement and paid time off benefits. Wage starts at \$13.00/hr dependent upon qualifications and experience. LCC provides opportunities for professional development and training including the Global Leadership Summit.

Applications being accepted now through Monday, March 18, 2019. For more information and to apply, submit a cover letter and resume to:

Attention: Neil Botts
Life Covenant Church
800 North Hoback St.
Helena, MT 59601
neil@lifecchelena.org