

**Highlands Church | Paso Robles, California**  
Admin Lead

**About Highlands Church**

Highlands Church is an out-of-the-box, Christian Church located in Paso Robles with a mission to “help people become more fully devoted followers of Jesus Christ.” This is a new, dynamic church with a contemporary style of worship and the feel of a start-up/entrepreneurial environment. Working at Highlands will provide you with challenges and opportunities that you will find nowhere else. If your first thought is “who me?” then you might just be the perfect person for our team.

**About the Position**

Working as the Administrative Lead at Highlands Church is assured to be a fun, fast-paced, experience for a person with great flexibility and a capacity for learning new skills. The ideal candidate for this position will enjoy collaboration, creativity and working in a spontaneous environment. Every week this position will be responsible to forge ahead with a couple of new projects to assist the administrative and executive staff. Projects can span anywhere from graphic design, writing, event planning, volunteer management, database management, technical problem-solving and any other duties as assigned by the Head of Staff.

Highlands strives to be a friendly and welcoming place and the Administrative Lead has a great responsibility to create a ‘first-impression’ for everyone who walks through the door. Enthusiasm, confidentiality and sincerity are essential qualities, as this person is the ‘face’ of Highlands in the front office. Communications skills will be a key to the success of this position including everything from emails, phone calls, voicemails and welcome cards.

**About the Staff**

Serving on the staff of Highlands is always a hands-on experience. All who serve here are ready help in any way that is needed. This means ‘jumping in’ to assist with any task that helps to get the job done; which might even include taking out trash or setting up chairs for worship. Every person at Highlands is regularly reminded that their #1 job is to give their job away. What does this mean? It means recruiting and training volunteers to participate in the work of the church and to experience the joy of serving God with their talents and abilities. Ministry is fun and rewarding work and we want everyone to have the joy of serving in this way. This is guaranteed to be the most rewarding job you’ve ever had as part of a loving and supportive team, which is dedicated to extending the love of Jesus to anyone and everyone we meet.

**Position Description**

- Accountable to the Lead Pastor, working under the Director of Administration
- 28 hours/week; 9am to 4pm; M-Th