



Lifepoint Church

"Reaching those far from God..."

Job Description

Title: Administrative Assistant

Hours

2 – 8-hour days per week

16 Hours Weekly Total

Scope

Reports to: Executive Pastor

Works with: All operational staff, Volunteer Data Input Teams, Volunteer Admin teams

The Administrative Assistant shall direct and oversee the office operations of the church according to the high standards of the gospel and established plans, standard operating procedures, and legal requirements.

Manage office affairs, work with office volunteers, and advance the church vision, resulting in: the Lead Pastor, Executive Pastor, Operational Staff, and key lay leaders are free from administrative burdens and can focus on leading, shepherding, and discipling the congregation.

Office Supplies 20%

- Maintain adequate supplies for the office to perform its duties. Coordinate with other staff members on needs and oversee purchases and supplying departments in regards to office supplies.
- Maintain postage machine funds, accounts, reports, and supplies. Oversee incoming and outgoing mail. Receive shipments and coordinate outgoing shipments.
- Greet guests who come into the office. Protect the time of staff members by assisting guests to the best of your ability. Coordinate schedules with staff members and set appointments for visitors.
- Arrange for repairs, and send repairmen and vendors to appropriate person or area.

Office Assistance 70%

- Work with operational staff in assisting with special projects in priority set by Executive Pastor.
- Work with office volunteer teams, which assist operational staff.

Ministerial 10%

- Attend staff meetings and record notes for follow-up.
- Attend Ministry Leadership Team meetings and take minutes for records.
- Participate in all church events as needed.