



MISSION HILLS CHURCH

REAL. MESSY. NEW.

MHA ADMINISTRATIVE ASSISTANT

Department : Mission Hills Association

Direct Report : MHA Director

Position : Part-Time

Hours : 20 hours per week

WHY WE ARE LOOKING:

This role is responsible for administrative duties related to scheduling, coordination, and communication between the MHA Director and various constituencies including existing and potential MHA members, Serve Team, Mission Hills Church internal partners, and external vendors.

WHAT YOU'LL NEED:

- Education and/or experience that have prepared you for this role
- Commitment to our purpose: we exist because God loves the world and wants them to know it (John 3:16)
- Commitment to our mission: we help people become like Jesus and join him on mission (Mat 28:19-20)
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe
- Agreement with our doctrinal statement (nothing radical here, we're a Bible-driven church that's part of Converge Worldwide)
- Skilled in administration
- Proficiency with various business tools like the Microsoft 365 Suite (incl. Outlook, Word, Excel, PowerPoint), Adobe Acrobat, Mail Chimp, Survey Monkey, and Salesforce, and with an aptitude for learning new software tools as needed

WHAT YOU'LL DO:

- Manage schedules for the MHA Director, Serve team, cohorts, and leadership events
- Prepare and maintain mailing lists, administer Salesforce accounts, and contacts
- Administer MHA website access
- Maintain and prepare regular communication templates (such as the monthly newsletter)
- Process and publish content from Subject Matter Experts (internal and external)
- Coordinate schedules (locations, facilities) and arrange for meals and other resources for meetings involving the Director, Serve team, and pastor's cohorts
- Manage all logistics involved with MHA leadership events (event planning, setup, catering, presentation materials, speaker resources)
- Research and analyze special projects assigned by the MHA Director
- Meet regularly with the MHA Director to pursue ongoing spiritual and professional growth opportunities

COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$25,000 - \$35,000.