



MISSION HILLS CHURCH

REAL. MESSY. NEW.

EXECUTIVE ADMINISTRATIVE ASSISTANT

Campus : Littleton

Department : Executive Team

Direct Report : Lead Pastor

Position : Full-Time

Hours : 32 hours per week

WHY WE'RE LOOKING:

This role is responsible to keep the Lead Pastor's path clear so he can focus on what only he can do and provide logistical support to other members of the Executive Team as needed.

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 Word, Outlook, Excel, PowerPoint, etc. and aptitude for learning new software tools as needed
- The ability to communicate care and concern for people while at the same time consistently protecting the time, energy, and focus of Executive Team members

WHAT YOU'LL DO:

- Manage schedules for the Executive Team
- Manage phone calls and emails for lead pastor in order to protect his time and connect people to the Executive Team member or other staff most able to provide help
- Manage travel arrangements for Executive Team
- Package and ship follow-up packets for I Said Yes contacts each week
- Arrange meals for meetings involving the Executive Team
- Research and analyze special projects assigned by Executive Team
- Perform administrative support, such as typing, spreadsheet creation/management, filing, copying, etc.
- Meet regularly with the Lead Pastor to pursue ongoing spiritual and professional growth opportunities

COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$40,000 - \$50,000 with full benefits provided in addition to the salary.