

**Fellowship Hi-Crest** is looking to fill an **Administrative Assistant** position with someone who is called to serve within the church and the Topeka community! Do you enjoy creating reports and presentations? Do your friends compliment your brilliant organizational skills and want your help with their closets and kitchen? Are you passionate about serving people and possess the ability to gracefully navigate challenges all with a smile? If you answered “yes” to these questions, and you have the passion, experience, and skill-set required to excel in this position, we would love for you to apply! This role is part-time 25-30 hours per week. Come join us in this exciting and rewarding mission!

### **Primary Duties and Responsibilities:**

- Answer telephone calls directed to the Hi-Crest Campus and screen calls as appropriate
- Serve as gatekeeper to lead campus pastor, ensuring people are helped in a friendly and efficient manner
- Review and prioritize messages, daily mail and make telephone calls as directed for lead pastor
- Maintain lead pastor’s appointment calendar
- Schedule appointments, meetings, conferences and church-wide activities onto calendar for lead pastor
- Responsible for keeping daily, weekly, monthly and yearly calendars updated
- Coordinate Fellowship Hi-Crest preaching & service schedule, including guest teachers and other roles
- Aid in preparation for meetings through production of documents, handouts, reports, meals, reminders, etc.,
- Record meeting minutes when requested, assist in ensuring meetings proceed professionally and timely
- Maintain various types of files and databases
- Scan all documents, store in appropriate account (Evernote, Dropbox, Google Drive)
- Track and reconcile expense account for Hi-Crest Campus
- Review and/or draft Lead Pastor’s correspondence, answer mail, and compose letters as directed
- Type ministry-related correspondence, reports, minutes, and sermon illustrations
- Prepare ProPresenter slides, announcement details, and sermon note handouts for weekly services
- Arrange and reserve all ministry related travel
- Initiate paperwork and maintain files on Fellowship copyright issues, as appropriate
- Take initiative for and coordinate new and special projects as requested
- Represent lead campus pastor in dealing with members of the congregation, other churches, and the community at large

### **Qualifications, Skills and Abilities:**

- High School Diploma, and Bachelor’s Degree or equivalent years of related experience
- Prefer 2+ years’ experience as a lead level administrative assistant
- Possess working knowledge of standard office equipment, computers, copiers, and phone system
- Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, Google Suite, data base systems and use of the internet
- Efficient, caring and discerning telephone skills
- Must have a heart for the ministry of Fellowship
- Desire to aid lead pastor in fulfilling his responsibilities and lighten his load whenever possible
- Demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible Study and worship attendance
- Ability to effectively communicate both verbally and written, with all leadership and members in an attentive, friendly, courteous and service oriented manner
- Ability to multi-task, manage shifting priorities, and use good time management skills in fast pace setting
- Strong discernment skills; able to communicate on other’s behalf and maintain confidentiality in all situations
- Possess a helpful, cheerful, diplomatic and caring servant attitude to all