

# Life Changers International Church

## Job Description

Job Title: **Administrative Assistant**

FLSA Status: Nonexempt

Date: January 2018

Reports to: TBD

### Job Summary

This position requires general office and receptionist duties. The Administrative Assistant plays a key role in supporting various areas within the ministry.

### Essential Job Duties:

- Ensures that all requisitions and reports are completed in a timely manner
- Attending weekly meetings
- Initiate phone calls, and communication with volunteers
- Prepare and submit all paperwork for setting up events
- Maintain computer system with updated information for events and groups
- Participate in recruiting and coordinating volunteers
- Monitor budgetary guidelines and stay within budget
- Be responsible for Décor/Layout for events
- Set up schedules for the event, from start to finish
- Participate in the cleaning and tear down of events
- Shop for supplies and plan menus
- Perform regular administrative duties such as receiving and sending deliveries to Chicago Campus, tracking all receipts and being available to assist other departments as needed

### Required Education, Knowledge, Skills and Abilities

- Must have a saving knowledge of Jesus Christ and have answered His call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays.
- Requires commitment to operate as a team, respecting the individual demands on others but never placing individual responsibilities above the goal of the team or the success of the church.
- Physical ability to stand or walk for up to 4 hours

- Physical strength and ability to lift items weighing up to 25 pounds or greater
- Possess excellent customer service, communication skills, and attention to detail
- Ability to work independently with self-motivation and self-discipline
- Possess proven problem-solving skills and the ability to think fast on your feet
- Must be computer proficient with Microsoft Word, Excel, Publisher and trainable on Shelby system, be able to type a minimum of 55 wpm
- Must have a valid driver's license and be able to make trips to stores to shop
- Possess the ability to work with confidential data
- Must be comfortable working with deadlines and be able to work on several projects simultaneously
- Some college preferred, and a minimum of 2 yrs office/admin type experience
- Must be highly organized and efficient with data