



Summit View Church

We exist to see a movement of disciple-making churches advancing God's Kingdom throughout the world.

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

POSITION SUMMARY

The primary purpose is to assist the Campus Pastor and his staff in a wide variety of areas including but not limited to administration, scheduling, meetings, and organization. Generally, each Administrative Assistant will be expected to dedicate approximately 80% of their time toward campus specific responsibilities and 20% of their time toward providing support to Summit View Central team as part of their role.

This position involves a mixture of administrative tasks as well as interaction with people. It requires a person with the humility to do very basic tasks, the intellect to handle projects and more intense tasks, and the people skills to interact successfully with a variety of people on their pastor's behalf.

PROFESSIONAL QUALIFICATIONS

- Able to demonstrate proficiency in various computer environments.
 - A working knowledge of Microsoft Office 365 including but not limited to Word, Excel, and Power Point
- The ability and desire to learn and champion new proprietary computer programs.
- Able to meet congregation and community, demonstrating great interpersonal skill and empathy.
- The ability to function in the midst of crisis situations.
- Good phone skills.
- The ability to favorably represent Summit View Church and its mission to its members and the community.
- The ability to work independently, while at the same time working interdependently in a team environment.
- The flexibility to adapt while dealing with multiple tasks with time constraints.
- The ability to self-identify areas of personal and professional growth and implement strategies to achieve it.

RESPONSIBILITIES

Assist their pastor(s) and team in a variety of tasks/projects and duties as assigned.

- Meet with people on behalf their pastor(s).
- Communicate daily with their pastor (S), updating and debriefing current projects and tasks.



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- Protect their pastor(s) time and priorities.
- Be a team player of Summit View Church.
- Handle communication with Churches and Leaders on behalf of their pastor(s).
- Help manage campus-specific social media accounts including creation of graphics.
- Work with volunteer leads as needed to help orchestrate scheduling and manage lists.
- Aide in church wide communications to the congregation from the leadership.
- Manage and organize the Planning Center and Mail Chimp.
- Plan, organize and set up hospitality for meetings as assigned.
- Handle all travel details and arrangements for off-site meetings and speaking engagements.
- Reconcile receipts and tracking of expenses
- Attend (if necessary) and prepare for meetings: Responsible for scheduling, agendas, documents/handouts and hospitality.
- Maintain confidentiality with xxx's information, and personal information.

SCHEDULE: 20 HOURS PER WEEK

The following schedule is an outline of the hours our administrative staff expected to be available.

Monday (5 Hrs) | **Tuesday** (5 Hrs) | **Wednesday** (5 Hrs)
Thursday (5 Hrs) | **Friday** (Off) | **Saturday** (Off) | **Sunday** (Off)

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed at all times in the course of employment with Summit View Church.

- Must exceedingly exemplify the greatest commandment.
- Character must demonstrate the fruit of the Spirit.

SPIRITUAL DISCIPLINES

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

- Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. 1 Tim. 4:12b (ESV)

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part and full-time employees.