



Position: Outreach Administrative Assistant
Reports to: Pastor of Mobilization and Outreach
Status: Non-exempt (hourly)
Last Revised: July, 2018

Overview

The Outreach Administrative Assistant will provide support to the Pastor of Mobilization and Outreach (PMO) and general departmental support to Outreach Ministries (Global, Local, Legacy), Benevolence and Financial Ministry. Primary duties include support in the areas of communications, calendar/scheduling, travel logistics, documentation, note taking, volunteer coordination and meeting and event preparation.

Key Responsibilities

- Serve as initial contact of LifePoint Outreach Ministries (Global, Local, Legacy), Benevolence, and Financial ministry for phone calls and electronic communication
- Provide office systems support to volunteer leaders in Outreach Ministries (Global, Local, Legacy), Benevolence and Financial Ministry
- Maintain schedules, keep priorities/action items in front of PMO
- As needed, take notes in meetings and conference calls and develop action item lists
- Facilitate Ministry Event Request Form (MERF) process
- Coordinate travel arrangements for Outreach and other ministries; liaise with travel agency used for short term mission trips
- Process credit card statements and receipts and expense reports
- Maintain F1 database for Outreach Ministries (Global, Local, Legacy), Benevolence and Financial Ministry
- Assist with other duties as assigned by PMO (including occasional evening and weekend events/meetings)
- Maintain Benevolence case files and communication with benevolence team
- Manage disbursement of Benevolence resources
- Provide support for Financial Ministry workshops: manage registration, prepare materials, room set-up

Specific Tasks to Support Supervisor

General office support for Outreach Ministries (Global, Local, Legacy), Benevolence and Financial Ministry. General office support may include:

- General office assistance for each ministry such as photocopies, mailing, nametags, registration
- General communications assistance such as bulletin blurbs, inserts, website, e-newsletters, and verbal's
- Communication with other staff on weekly basis, any information to be included in the bulletin, verbal's, autos, etc. (new events, new ministries, registrations, etc.)
- Maintain current content in all areas online by coordinating with Communications team
- Submit monthly ministry information to be included in the LPC email newsletter

- Coordinate and schedule ministry-planned activities using ServiceU and connect with F-1
- Attendance at select ministry-planning meetings
- Send out reminders regarding upcoming meetings and any relevant resource materials needed for meeting
- Set up rooms for meetings and purchase food/beverages for attendees
- Attend monthly Ministry Leadership meetings
- Monthly (or as needed) communication with each ministry leader for calendar and promotional information
- Attendance tracking in Fellowship One for all ministry events
- Weekly contacts - responsible for replying to misc. information requests to various ministries

Qualifications and Required Skills

- Agree with LifePoint’s “What We Believe,” and commit to exhibit a lifestyle that is consistent with the same
- A heart for outreach and a passion to help others find and follow Jesus
- A high regard and competency to faithfully abide in and proclaim God’s Word, complemented by a deep desire for others to find joy in the same.
- 2 years of ministry experience
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized and able to manage multiple projects, beginning to end, in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- An action-oriented problem solver, displaying focus, passion and initiative
- Creatively minded, not afraid of failure
- Knowledge of major social media channels such as Twitter, Facebook, Instagram, Snap Chat, etc.
- Proficient in Microsoft Office products
- Excellent written and oral communication skills

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.

A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed this document and have agreed to take the necessary steps to ensure success in this role.

Employee Signature

Date

Supervisor Signature

Date