



Position: Outreach Administrative Assistant
Reports to: Pastor of Ministries and Small Groups
Status: Non-Exempt (*hourly*)

Last Revised: July, 2023

Overview

The Outreach Administrative Assistant will provide support to the Pastor of Ministries and Small Groups (PMSG) in the areas of local outreach, global outreach, and the benevolence fund. Primary duties include support in the areas of communications, calendar/scheduling, documentation, note taking, volunteer coordination, and meeting/event preparation.

Key Responsibilities

- Serve as initial contact of LifePoint's local outreach, global outreach, and the benevolence fund for phone calls and electronic communication
- Provide office systems support to volunteer leaders in the above ministry areas
- Maintain schedules, keep priorities/action items in front of PMSG
- As needed, take notes in meetings and conference calls and develop action items
- Facilitate the online Event Request process and assist volunteer leaders with that process as needed
- Process and facilitate all benevolence requests and provide regular updates to PMSG
- Review budgets monthly to ensure outreach partner supports are disbursed on time
- Contribute content to LifePoint Outreach social media
- Process credit card statements and receipts and expense reports

Specific Tasks to Support Supervisor

General office support for Outreach which may include:

- General office assistance for each ministry such as photocopies, mailing, nametags, registrations
- General communications assistance such as Outreach FB page, website, email and e-newsletters
 - Coordinate with Communications team as needed any information to be included in promotion calendar (events, donation drives, mission trips, outreach opportunities, etc.)
 - Website/social media support as needed – review website Outreach FB page frequently to ensure their accuracy
 - Submit to Communications team ongoing ministry information and/or prayer requests from partner organizations to be included in LPC Communications
- Coordinate and schedule ministry-planned activities in Planning Center (Calendar & Registrations). Connect with ministry leaders as appropriate.
- 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
- Monthly (or as needed) communication with each ministry leader for calendar and promotional information

Qualifications and Required Skills

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus.
- Proficient in Microsoft Office Suite.
- Knowledge of major social media channels such as Facebook, Instagram, etc.
- Proven ability to take projects from beginning to end.
- Organized and able to manage multiple projects.
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done.
- Organized, creative thinker and highly productive, working in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Excellent written and oral communication skills.