



# Village Hope

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## CHURCH

POSITION: Administrative Assistant  
LOCATION: Jackson Campus (Serving both Jackson and Parma campuses)  
STATUS: Part-time Hourly

### FUNCTION:

The individual in this position provides administrative support in carrying out the operational responsibilities of the Church Office. This individual is also the primary administrative assistant for the Lead Pastor and ministry support staff. These functions will be carried out while providing a cheerful, organized, and professional atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and congregants with care and discretion. This individual must be in agreement with the Village Hope Church statement of faith which can be viewed at the same link you received for this document.

### DUTIES:

#### Office/Clerical Support

- Serve as receptionist screening and routing of incoming calls and visitors to the Church; warmly greeting persons with friendly, courteous and helpful attitude; providing pertinent and appropriate information to callers and/or visitors.
- Prepare and produce documents as directed.
- Maintain various areas of "Breeze" Church Management Systems including but not limited to: Church Calendar; including scheduling of ministry meetings, events, volunteers, and posting events on church calendar; Membership and Attendee database.
- Manage staff scheduling calendar and schedule appointments as needed for the Pastors using Google Calendar
- Assist with website updates as assigned
- Monitor and maintain office supplies in accordance with the budget
- Check and distribute incoming mail
- Assist ministry leaders as necessary with clerical, administrative or communication support
- Coordinate events as needed
- Attend ministry events as necessary
- Assist the Financial Team as needed with filing, reports, etc.
- Attend Administrative Staff and Senior Staff meetings as required
- Other duties as assigned

#### Special Skills, Knowledge and Training-

- Preferred minimum of 3 years of experience in an executive level Administrative Assistant position
- Have strong clerical skills to include:
  - ⇒ Proficiency in the Microsoft Office Suite programs (Word, Excel, PowerPoint, Publisher)
  - ⇒ Proficiency (within 90 days) of the Breeze Church Management System.
- Strong organizational skills; ability to multi-task and manage and prioritize requests from multiple sources, meet deadlines, and deliver projects on time.
- Have strong verbal, written and editorial skills (proficient in English)
- Must exhibit excellence in grammar and spelling
- Be able to clearly and concisely communicate a message or idea in writing.
- Have a caring attitude, excellent people skills, unquestionable integrity and the ability to exercise strict discretion and confidentiality.
- Have a working knowledge of Village Hope Church's organizational structure, ministries and protocols.

**REPORTING:**

While the Administrative Assistant is responsible to serve the Ministry staff, the position reports to Tracie Beck, Village Hope Church Financial Manager.

**Level and Nature of Contacts:**

The Administrative Assistant may have daily contact with the Lead Pastor, other staff pastors and ministry leaders. She/he has frequent contact with the church leadership and other church staff as well as congregants and visitors.

**Scheduling:**

This is a part-time hourly position averaging 28 hours per week. No benefits are offered with this position. Other hours may be assigned as necessary for office coverage and special events.

**Nature of the Work:**

The work involved in the position occurs primarily inside the Church facilities (123 W. Porter St. Jackson, MI 49202) is generally sedentary in nature. The Administrative Assistant must be able to comfortably carry small to medium sized boxes (up to 50 lbs) and maneuver within the facility which includes stairwells and elevators.

**The selected applicant must successfully pass a criminal background check as part of the Village Hope Church Child Safety Protection Program.**

Applicants should email current resume and a letter of interest to Tracie Beck at [tbeck@villagehopechurch.org](mailto:tbeck@villagehopechurch.org) no later than November 30, 2022. If it is determined that your skills and experience align with this position, you will be contacted to schedule an interview.

