



JOB DESCRIPTION

Position Title:	Administrative Assistant – Campus Leader – Candler Campus
Ministry Area:	Program
Reports To:	Campus Leader – Candler
Classification:	Support Staff
Status:	Full-time; Non-Exempt

Purpose of the Position

The Administrative Assistant for the Campus Leader - Candler will provide administrative support by organizing and coordinating ministry resources for the Campus Leader, ministry staff and LHC members.

Key Responsibilities

- Provides administrative support to the Campus Leader by coordinating the Prayer, Reaching, Recreation, LifeGroup and Men's/Women's ministries.
- Assist with ministry activities for baptisms, deacons, support groups, guest services, group studies and new/prospective members.
- Perform administrative duties in coordination with ministry teams, campus leaders, mission partners and Lake Hills' church staff and congregation.
- Responsible for purchasing and maintaining ministry supplies, materials and equipment and coordinating with the Finance Department the development of purchase orders, check requests, and credit card reconciliations.
- Prepare and maintain church attendance reports and graphs.

Qualifications

- Associates degree in business, office systems technology, accounting or related field (relevant church experience may be considered in lieu of degree)
- Minimum of two (2) years experience in an office environment; experience in a church environment preferred.
- Computer proficiency in Microsoft Office, Internet and Outlook; must have above average skills in developing and producing reports in Excel.
- Ability to analyze and produce reports.
- Experience with ACS software preferred.
- Evidence of moral character and a lifestyle that is consistent with that of the LHC Constitution, Bylaws and Statement of Faith

To Apply: Contact Debbie Trull at 828-667-4313 or email resume to: dtrull@lakehillslife.com. You may also request the full position description and an application at this email address.