



JOB OPPORTUNITY

Position: Administrative Assistant to the Executive Team
Employment Category: Part-time (25 hrs. per week – Hours: 12pm – 5pm)
Closing Date: **August 4, 2010** – *Your resume, cover letter and application must be received by this date.*

Brief Description of Major Duties:

- Wholeheartedly pursues a deeper relationship with Christ
- Performs general office duties such as answering phones, scheduling, filing, typing, mail, correspondence, , copying and other routine clerical tasks
- Follow up on all phone calls, inquiries and emails with patience, kindness, respect and graciousness
- Executes on-demand tasks for pastor
- Attends and participates in weekly department team meetings
- Prepares reports and updates
- Assists in the planning and organization of events, i.e. LIFE! Group meetings, conferences, speaking engagements, etc.
- Recruits, coordinates and oversees volunteers for activities and events
- Maintain and update accurate office files and databases to include the sermon, office, audio tape, and topic
- Responsible for correspondence including responses thank you letters
- Maintains neatness and organization and supplies of pastor's office
- Purchase in a timely manner using Arena software
- Responsible for confidential and time sensitive material
- May act as liaison to the staff, congregants, elders, visitors, family, etc.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the senior pastor.

Job Skills and Requirements:

- Christ-centered work ethic in all areas of administration
- Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times)

- Must possess a servant's heart
- Commitment to excellence in all aspects of ministry
- Pleasant, professional personality and appearance
- Strong typing (45 wpm) and editing skills
- Ability to think clearly under pressure
- Proficient in Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher), Internet and Shelby
- Advanced organizational and time management skills
- Must be able to execute multiple projects simultaneously, complete projects with tight deadlines, and recognize and respond to urgent requests
- Flexible in nature to handle other duties and special projects as needed
- Must possess excellent interpersonal skills and the ability to communicate and establish working relationships with all levels of people
- An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area
- Must receive and follow directions well
- Self starter with the ability to work in a team-oriented environment or independently
- Adheres to policies and procedures as stated in the Shepherd of the Hills Church employee handbook

To be considered for this position, outside applicants are required to submit an updated resume and cover letter, and complete Application for Employment. Selection for an interview does not guarantee promotion or hire. As part of the employment process, Shepherd of the Hills Church (SOTH) may obtain a Background Check. Full consideration will be given to all qualified applicants regardless of race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, SOTH does reserve the right to exercise preference on the basis of religion in all its employment decisions.

To apply for this position, please email your cover letter, resume, and completed employment application to amerrill@theshepherd.org or to Shepherd of the Hills Church Attn: Job Opportunity 19700 Rinaldi Street, Porter Ranch CA 91326. All resumes must be received by the closing date to be considered for this position.