

Position Title: Administrative Assistant
Reports to: Guest Services and Communications Director
Payroll Status: Full-time

The Basics:

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority

The Details:

- Assist with cultivating our strategy for guest follow up; from initial contact to connection.
- Assist with shaping vision for Guest Services
 - First impression experience
 - Setting the environment of building relationships
 - Leadership track – training and assessing
- Assist with the needs of events, from planning to implementing
 - Develop standard procedures
 - Oversee food and beverage service
 - Available to be onsite for events
 - Able to delegate event duties (set up, clean up, greeters, etc.)
 - Communicate regarding necessary promotion (bulletin, website, etc.)
- Appointments/Phone calls/Emails
 - Coordinate meetings as needed
 - Follow up with phone calls and emails in a timely manner

Skills:

- Experience with Microsoft Word, Excel, and Outlook
- Experience with coordinating multi-faceted projects
- Effective at communicating with volunteers both in person and through email
- A self-starter with an attention to detail
- Able to anticipate needs before they arise

Bonus Points:

- Frequent changes and interruptions do not fluster you
- The color lime green makes you smile