

Position Title: Administrative Assistant  
Reports to: Global Outreach Pastor  
Payroll Status: Part-time, hourly

**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:**

- Global Outreach Trips
  - Manage tasks within Focus Missions platform
  - Coordinate travel for teams
  - Create clean and detailed itineraries for trip participants
- Missionary Care
  - Operate as first point of contact with LBC missionaries
  - Communicate regularly with LBC missionaries
  - Send gifts/cards to LBC missionaries when appropriate
- Classes / Events
  - Registration
  - Calendar reservation
  - Promote classes/events
  - Classroom needs (supplies, refreshments, etc.)
- Appointments/Phone calls/Emails
  - Coordinate meetings as needed
  - Follow up with phone calls and emails in a timely manner
- Process Financials for team – expense reports, purchase orders, etc.
- Special Projects – be available to coordinate details as needed with projects that are scheduled throughout the year

**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
- A demonstrated capacity to anticipate needs before they arise

**Bonus Points:** Frequent changes and interruptions do not fluster you