

ADULT TEAM LEAD ADMINISTRATIVE ASSISTANT

Provides administrative support for Adult Ministries Team Lead, including Adult Ministries, All-Church Leadership Development and Women's Ministry

Please submit application, resume, and writing sample to Shannon Reese @ sreese@calvarylife.org



QUALIFICATIONS

- **A growing relationship with Jesus Christ**
- A life above reproach and consistent with 1 Timothy 3:1-7
- Demonstrate strong relational skills: team player, hospitable, compassionate, loving, gracious, truthful
- Demonstrate proficient communication skills, both written and oral
- Demonstrate proficiency in computer and technology use: google drives, office platform, planning center, webconnex, MinistrE Space, mailchimp
- **Demonstrate teachability; is a self-starter and problem solver**
- Completed or actively pursuing appropriate education (bachelor's degree or greater biblical knowledge) and professional work experience to fulfill job responsibilities

PREFERRED

- Spanish speaker
- 3-5 years administrative experience

CONDITIONS FOR EMPLOYMENT

- Have modeled and will maintain a biblical standard of personal conduct and lifestyle, both public, personal, online
- Available for identified work schedule: 20 hours per week: M, W, Th: 8am-12-12:30 pm, T: 7:30am-2:30pm, Sunday: very occasionally
- Agree to submit and uphold bylaws and doctrinal statement; assist with aligning ministry to purpose and vision statements
- Adhere to guidelines stated in Employee Handbook

CHURCH INITIATIVES

Each One Reach One
10:02 Prayer
Leadership Pipeline
"Warmth is the New Cool"

WORKING RELATIONSHIPS

I report to the Adult Team Lead

Showing up predictably, mentally, and consistently.

Prayerfully interacting with people in your ministry area.

Build relationships with other staff and church congregation.

Exploring and sharpening skills + gifts

JOB RESPONSIBILITIES

- Support the vision and leadership of Calvary
- Communicate and publicize upcoming meetings and events, both internal and external
- Market events via email, facebook, instagram, etc.
- Manage details and logistics for regular meetings and ongoing events: planning reservations, calendaring, hosting, errands, etc.
- Manage weekly calendar and appointments for Adult Team Lead
- Manage financials, budgets and reimbursements
- Provide administrative assistance to the Leadership Development (LD) process

at Calvary, including but not limited to support and maintenance of training materials, follow up and support of LD with other ministries

- Help support launches of other initiatives, as needed
- Follow up with a few visitors weekly, specifically those interested in Women's Ministry

Ministry

- Support volunteer leaders, as needed
- Coordinate volunteer teams, as needed
- Be aware of general church events for communicating with and connecting with others
- Engage in healthy work-life balance
- Communicate regularly with direct supervisor in person and through regular progress updates

TO APPLY

- Submit a resume, a writing sample and completed application for employment at Calvary Church.
[Click here for the Employment Application](#)
- Writing sample should be a sample email inviting women of Calvary to attend an upcoming women's retreat at Forest Home. Please also include a sample Facebook post for the retreat.
- Email resume, writing sample and application to Shannon Reese at Sreese@calvarylife.org.
- Questions? Email sreese@calvarylife.org or call 714-550-2410

EXPECTATIONS AFTER HIRE

Attend Calvary's Sunday worship service (9:30-10:45 am)

Participate in weekly chapel and other all church staff meetings (Staff lunch and prayer days, early chapels, and others)

Participate in all church events (Light the Night, VBS, Leadership Inspire Events, Christmas Tree Lighting, Annual Church Picnic) and required ministry specific events

Participate in a LifeGroup

Participate in regular training and development