



### **Administrative Assistant to the Lead and Co-Lead Pastors Office**

**Status:** Full Time Salary Position / **Supervisor:** Lead and Co-Lead Pastors

**Office Schedule:** Monday-Thursday 9-5 / 8 hours remote

**Role:** The Admin Assistant will serve the ministry of Rock Hills Church by serving our lead pastors administratively. This person must have a desire to learn, grow, be flexible, anticipate needs, high attention to details and organization. This role will require an effective communicator, both verbally and written. This role will oversee tasks such as; meeting prep, schedules, errands, purchases, travel, correspondence, research, and “many little things”. This role will need to work on pace with Pastor’s Troy and Lacey Hartman.

#### **Personal Requirements:**

- Consistent time growing in relationship with Jesus
- Refresh weekly with your Sabbath day - Delight in the Lord
- Carry RHC Team values: Holy, Healthy, Hungry, Hustle, and Bring life.
- RHC Partner (Attend Growth Track/Serve on Dream Team (Complete if not done so))
- Attend RHC consistently
- Participate in a small group consistently
- Faithfully tithe to RHC
- Invest in unconnected relationships

#### **Administrative Tasks such as:**

1. Fielding of communication to Lead and Co-Lead Pastors (Confirming appointments, Upcoming birthdays/anniversaries, Travel needs, Meeting schedules, Managing travel and speaking engagements)
2. Meeting agendas prepared and sent and note taking during meetings
3. Project management (Help support deadlines / communication management)
4. Guest Speaker Hosting (All administrative work, communication, planning, Guest Hosting Team leadership (staff and volunteer), etc)
5. Sermons proofing, research, illustrations, stories, prep.
6. Collaboration with communications team (Social media, Sunday service related media, Churchwide events, Mass emails)
7. Planning and writing (Any other churchwide marketing needs, Mailings, ads, etc., Proofing large communication for other departments. writing and proofing of letters and emails that come from the lead pastors office)
8. Manage Overall Church / Sermon Calendar
9. Proficient in Excel, Word, and Outlook. Must be willing to learn new programs as needed.
10. Leadership and administrative experience preferred.
11. Must be energetic and able to stand or sit for lengths of time as needed. Able to do light-heavy lifting.
12. Many little things! Ready to see a need and meet a need.

