



## Ministry Description

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**Title: Administrative Assistant**

**Time: 20 hours per week**

### Qualifications

- A committed follower of Jesus as Lord
- Commitment to continued growth as a disciple of Jesus
- Active commitment to and participation in an LMC congregation
- Good communication and interpersonal skills
- Supports LMC vision, mission and core values
- Self-motivated, able to make decisions and work independently
- Multicultural attitude and/or experience

### Skills

- Ability to engage with people and tend relationships
- Willingness to learn and use technology in daily work
- Ability to organize and follow through with tasks
- Familiarity with Microsoft Office
- Ability to respond to email and phone inquiries in a timely manner

### Responsibilities

- Event preparation and planning for Bishop Board, Leadership Assemblies and Celebration of Church Life
  - Communicate with local pastor and/or venue
  - Arrange catering
  - Assist with set up and tear down
  - Send thank you notes and honorariums to host congregation
  - Assist with communications related to the event
- Plan and host events for children's ministry leaders, youth and young adults
  - Connect with youth and young adults throughout LMC
  - Plan and host training events and build relationships
  - Assist with planning for children's ministry and youth rally for Celebration of Church Life
- Assist and support other LMC events as time permits

### Optional – depending on time and gifting

Serve as the administrative assistant for the LMC Legacy Foundation

- Learn and support the grant platform
- Take minutes at meetings
- Organize grant applications
- Respond to questions from applicants
- Support the Legacy Foundation chairperson as requested
- Prepare and send the grant applications to the board

### Benefits

*To be determined based on hours worked, education and experience*