**Timberlake Church Administrative Support (Redmond)**

Timberlake Church is an exciting and growing church that is adding to our staff to meet the needs of our expanding ministry. We are seeking excellent applicants for administrative support positions who bring a positive attitude, eagerness to work hard and have fun while serving in an organization that is called to carry out our mission: To make more and better disciples of Jesus Christ. This is a position that is much more than a job, but a place where you can be a key part in making a difference in people’s lives, in our communities and in our world.

**Title:** Administrative Assistant

**Purpose:** The person in this position is responsible for all aspects of administrative duties of the Timberlake Church Ministry Team.

**Requirements:**

• Must love God and have a personal relationship with Jesus Christ

• Hard working, detail oriented and highly organized
• Courteous and professional
• Team player, excellent at working with staff and church volunteers • Good oral and written communications skills

• Excellent computer skills, MS Office and database management familiarity
• Ability to multi-task, meet deadlines and maintain composure under pressure
• Embrace and promote our unique church culture and values
• Bachelor’s degree preferred, or 3-5 years’ experience in an administrative support role

**Responsibilities:**

Day to day duties can vary for this position, but generally include:

1. Assisting the needs of people calling/emailing our ministry in a professional and timely manner
2. Reproduction and distribution of ministry materials
3. Maintaining an effective filing system for staff and ministry information
4. Ordering and tracking supplies
5. Assisting with maintenance of church database
6. Providing backup for receptionist as needed
7. Creating regular ministry reports
8. Writing and distributing general ministry correspondence (letters, memos, emails) as requested
9. Coordinating meetings and small events
10. Desktop publishing of various church documents and collateral materials
11. Attending regular department and all-church staff meetings
12. Other duties as assigned

Work Schedule:
40 hours per week: Tues-Fri: 8:30am to 5pm (or Mon-Thurs: 8:30am to 5pm); and Sundays typically 8am-4pm