# Job Purpose

Provide administrative support for Executive Director of Campus Development and production/administrative support for the Creative Director

# Responsibilities

Responsibilities include but are not limited to:

* Provide administrative support for the Executive Director & Creative Director
* Participate in meetings and provide administrative support as required
* Ensure complete orders of service for LCA, LCM, LCP
* Schedule volunteers/moderators as required
* Edit and update podcast for website
* Responsible for researching and acquiring service related videos,
* Work to secure all graphic/presentation needs for all services
* Oversee training process for Service Coordinators for all campuses
* Assist with coordination/administration of events
* Prepare purchase orders as needed and acts as liaison for purchase order process
* Maintain and provide reports of Fellowship One data
* Responsible for communicating strategies and vision determined by the Executive Director & Creative Director to all campuses and their teams.
* Serve as project manager for special projects
* Provide campus administrative support for Lifechurch Macungie

# Qualifications, Criteria, and Required Character Attributes

* Must be proficient in Microsoft Office, Pro Presenter, and podcast editing software.
* Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
* Faithful and committed servant to Lifechurch, Pastors and Leadership.
* Christian lifestyle that is in harmony with clear Biblical standards.
* Support Lifechurch with your tithes and offerings.
* Exercise discretion in dealing with the public and have the ability to handle confidential information.
* Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
* Communication skills, both written and oral, at all levels.
* Professional ability to recruit, train and supervise a staff of volunteers across sites/venues.
* Ability to administrate and prioritize varied workloads, executing appropriate judgment and confidentiality.
* Team player with positive, servant-motivated attitude.
* Team leader with the ability to attract, develop and retain staff and volunteers.