

**Position:** Oaks Administrative Assistant

**Reports To:** Oaks Site Pastor

**Supervises:** Volunteers

**Coordinates With:** Community Life Team, Facilities Team

**Position Status:** Full-Time

**Summary of Position:** The Oaks Administrative Assistant will support the mission of The Chapel by providing administrative support to The Oaks Site Pastor and the Community Life Team as well as oversee the overall coordination and management of the Oaks Site location.

**Job Specifics:**

- Responsible to provide administrative support to The Oaks Site Pastor & Community Life Team as determined by their specific ministry areas
- Work with the Site Pastor & Community Life Team to manage their calendars, events, correspondence and budgets related to their areas of ministry
- Be the first impression for The Oaks Site by warmly welcoming guests in person or by telephone; answering and referring inquiries to the appropriate ministry area
- Recruit and manage the scheduling of front office volunteers during the week
- Maintain security by monitoring the flow of those coming and going from the Oaks office
- Work with the Facilities Team to coordinate The Oaks event calendar and setups
- Manage all Oaks Site wedding and funeral requests
- Coordinate with the Facilities Team the scheduling weekly maintenance/cleaning of The Oaks facility
- Support, reproduce and advance Chapel culture, ministry best practices, and systems at the Oaks Campus

**Qualifications:**

- Demonstrate a track record of spiritual maturity and biblical character
- Be a relationally warm person who enjoys working and interacting with people
- Gifted administratively and possess excellent written and verbal communication skills.
- Demonstrate a successful track record of highly organized project management and delivering tasks on time with an attention to detail.
- Computer efficient with the ability and willingness to learn new software as needed
- Agree with and embrace the culture, vision, values and mission of The Chapel
- Be self-motivated, not needing micromanagement, yet love to live life with a team.
- Organized with an eye for excellence
- Ability to recruit, develop, and lead a team of volunteers

**Review:**

- Participate in annual job performance reviews and evaluations.

*This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

Candidates who meet the minimum criteria should submit the following to [eric.allred@thechapelbr.com](mailto:eric.allred@thechapelbr.com) by February 28, 2018. **Only the candidates who meet the minimum criteria and submit all the requested material will be considered.**

- A cover letter expressing interest in this position and explanation of why the candidate believes his/her qualifications match those sought for the Oaks Administrative Assistant role at The Chapel.
- Current resume

No phone calls, please. Position will remain open until a qualified candidate is selected.