**Elmbrook Church** 

**Position Description**

**Administrative Specialist**

**(Lead Pastor)**

**Job Summary:**

The Administrative Specialist position will provide administrative support to Elmbrook’s Lead Pastor with excellence and integrity. Primary duties will include preparing schedules for, serving along with and in support of the Lead Pastor in carrying out the ministry and mission of Elmbrook Church.

**Qualifications & Requirements:**

* Demonstrate a vibrant and growing relationship with Jesus Christ
* Active participant or member of Elmbrook church who supports and endorses the statement of faith, vision and core values
* A self-starter, gifted at switch tasking and prioritizing workload
* Courteous, conscientious and able to maintain strict confidentiality
* High emotional intelligence, warm and people-oriented with a willingness to serve
* Advanced administrative skills with an aptitude for both Mac and PC platforms, in-depth knowledge of MS Office software and social media platforms
* Flexibility to meet needs in a dynamic environment and attend weekend services
* Associates Degree or higher (preferred)
* Administrative Assistant experience, or relevant experience
* Prior experience in a Christian ministry/church setting (preferred)

**General Responsibilities:**

* Manage the Lead Pastor’s schedule and calendar
* Serve as the first point of contact and communication liaison for the Lead Pastor’s office, sending memorandums, answering phones and meeting public as required
* Coordinate and prepare materials for staff and Council of Elder meetings and other events/initiatives originating from the Lead Pastor’s office; attend meetings and take minutes as required
* Maintain Lead Pastor’s files including up to date records of meetings, minutes, policies and procedures; keep office organized
* Research, manage and execute projects as directed by the Lead Pastor
* Handle invitations, schedules, hospitality and accommodations for special guests
* Engage and collaborate regularly with BrookLink staff and governing members as required for scheduling meetings, coordinating travel and special events/initiatives.
* Maintain the highest level of professionalism, integrity and confidentiality through personal conduct and interactions
* Perform other duties as required

**Employment Information:**

This position is full time and classified as non-exempt (hourly)

32 hours/week Monday - Thursday

Salary – dependent on experience, skills & education

**Benefit Package:**

Medical - eligibility for all benefits associated with full-time employment, including, medical, dental, vision and life insurance. Refer to the Employee Handbook and information provided by Elmbrook’s insurance vendors for specific details.

Paid Time Off (PTO) – Full time employees are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee’s first anniversary, Elmbrook will match up to 5%.

Holidays – Full time employees are eligible for holiday pay. There are 10 holidays recognized by Elmbrook Church as paid holidays; refer to the Staff Handbook for specific details.

**Reports to:**

Lead Pastor – Lee Heyward

Elmbrook Church

777 S. Barker Road

Brookfield, WI 53045

262.786.7051

[www.elmbrook.org](http://www.elmbrook.org)