

Administration Manager
LifeSpring Church
Position Description

LifeSpring Church (LSC) is seeking an Administration Manager to oversee the administrative operations at our Bellevue campus. We need a spiritually minded leader who demonstrates Christ-like character and is supportive of the vision, values, and direction of LSC. This person must be a self-motivated, highly organized, and efficient professional with administrative experience. The successful candidate will provide oversight for select support staff members, volunteers, and assist the Administration Pastor in the general administration of the office. We are looking for a take-charge individual who feels comfortable delegating tasks among employees and volunteers and who can make necessary changes to improve our office's efficiency and productivity.

Duties:

- Help recruit new administrative employees, and orient and train them for their specific job descriptions. This includes drafting and improving standard operating procedures.
- Conduct annual evaluations for administrative personnel and provide guidance about potential improvements in each employee's performance.
- Serve as the liaison between administrative personnel and senior management, communicating needs and concerns in order to handle them expeditiously.
- Select and oversee volunteers for special projects and service.
- Assist the Administration Pastor in managing the budgets that concern the office.
- Oversee and directly manage the church calendar and church database software.
- Assist in the purchase and management of office equipment.
- Purchase and manage office supply inventory.
- Assist in the assimilation of guests, attendees, and members, including initiating contact.
- Serve as the Administrative Assistant to the Discipleship / Administration Pastor and perform assigned tasks by the Lead Pastor.
- Other tasks as assigned

Qualifications:

- Bachelor's degree in business or related field is preferred.
- Proven track record of training and motivating administrative employees.
- Excellent communication, time management, leadership, and employee development skills.
- Documented computer skills and knowledge of Microsoft Office.
- Availability to travel and attend an out-of-state annual conference.
- Prioritizes a positive environment and teamwork among staff and volunteers.
- Prior management experience preferred.
- Prefer membership at LSC, but not required. View this position as a ministry to the Lord.
- Complete personality and strengths assessments in interview process.
- Comply with the LSC Employee Handbook.
- Reports directly to the Discipleship and Administration Pastor.

Hourly Pay

Negotiable Work Hours: 30-40 hours per week

Earned Paid Time Off (PTO, if at work 32+ hours), Paid Holidays, Vacation

To apply: contact Pastor Steve Hicks, shicks@lifespringchurch.com; 402-292-4546