

**Administration Assistant**  
**LifeSpring Church**  
**Position Description**

LifeSpring Church (LSC) is seeking an Administration Assistant to serve in the administration office at our Bellevue campus. We need a spiritually minded person 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 administrative support, recruit volunteers, assist the Discipleship and Administration Pastor with the general administration of the office and serve as the ministry assistant for the Discipleship and Administration Pastor and the Lead Pastor.

Duties:

- Recruit, select, and oversee volunteers for special projects and service.
- Assist the Administration Pastor in managing the budgets that concern him.
- Manage the church calendar.
- Assist in the assimilation of guests, attendees, and members.
- Serve at the Connect Kiosk on Sunday mornings.
- Assist in the purchasing of discipleship materials.
- Organizing and working with LifeGroups, Life Classes, and other groups.
- Serve as the Administrative Assistant to the Discipleship and Administration Pastor and the Lead Pastor.
- Assist as an office receptionist.
- Cross-train in order to perform all office administration duties.
- Other tasks as assigned

Qualifications:

- Bachelor's degree in business or related field is preferred.
- Excellent communication and time management skills.
- Documented computer skills and knowledge of Microsoft Office.
- Attend an out-of-state annual conference, as requested.
- Availability to work Sunday mornings
- Prioritizes a positive environment and teamwork among staff and volunteers.
- Prefer membership at LSC, but not required. View this position as a ministry to the Lord.
- Complete personality and strengths assessments in interview process.
- Ability to pass a background check.
- Comply with the LSC Employee Handbook.
- Reports directly to the Discipleship and Administration Pastor.

Hourly Pay

Negotiable Work Hours: 35-40 hours per week  
Earned Paid Time Off, Paid Holidays, Vacation

To apply: contact Pastor Steve Hicks, [shicks@lifespringchurch.com](mailto:shicks@lifespringchurch.com); 402-292-4546