



Op's Pastoral Admin- Next Gen

This position is part-time for up to 29 hours. Mondays and Tuesdays will be office hours with Wednesdays being office hours and service responsibilities.

About this role: Assist Next Gen Pastor with camp development project and Wednesday Night service.

What you will do:

Next Gen Responsibilities:

- Manage Next Gen Pastor calendar
- Assist Next Gen services when needed

Camp Responsibilities:

- Organize documents and schedules for the camp development project
- Communicate with Architect and Builder assistants with action items from meetings
- Manage the use of the house on the camp property
- Order supplies for the house on the camp property
- Communicate with the cleaning service for the house on the camp property

Wednesday Service Responsibilities

- Assist Pastor Jake with his Wednesday Night service responsibilities
- Pre-service set up for Wednesday Night service
- Interdepartmental communication for Wednesday night service
- Organize meeting notes for a weekly service meeting
- Manage the Planning Center Service Template

What you bring:

A: Qualifications

- Must be very experienced with Google Apps and Google Suite, (Calendar, Drive, Contacts, etc)
- Excellent organizational skills and attention to detail.
- Demonstrate a high level of self-direction and a strong desire to achieve high-level results.
- Ability to maintain the confidentiality of highly sensitive information. Absolute integrity and discretion are essential.
- Possess strong analytical, interpersonal, written, and oral communication skills; able to communicate with a broad and diverse audience of all levels.

**B: Characteristics**

- Must exhibit a personal and growing relationship with God, and a teachable spirit. Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We request this role to attend one Sunday morning service weekly in person to become or remain familiar with our culture, our beliefs, our structure, and to more effectively fulfill this role.
- We request this role to actively volunteer for a Res Life ministry outside of their work role and work schedule to support our goal of winning souls and making disciples.

Physical Requirements:

This position will be required to lift up to 50 lbs. This position will stand for long periods of time, as well as considerable walking due to the size of the campus.

The above duties, activities, or responsibilities may be supplemented periodically.