
OVERVIEW:

Mars Hill Church lives for Jesus as a city within a city—knowing culture, loving people and seeing lives transformed to live for Jesus. At Mars Hill, this mission statement captures some of the deepest desires of our hearts as a result of God’s grace and the Holy Spirit’s work. We are preparing to increase our central operations in anticipation of new campuses, regions and, most importantly, many new believers coming to know Jesus and growing in knowledge of Him. The Operations Branch encompasses all day to day operations of Mars Hill Church including finance, technology, human resources, production technology, logistics, campus launches and office management.

ROLE SUMMARY:

This position requires a person with a passion for Christ and being a part of building his kingdom. The ideal candidate for this position is organized, detail-oriented, flexible, able to multi task and should be a clear and effective communicator. This person should anticipate and enjoy a rapidly changing environment requiring discretion, perseverance, patience and a sense of humor.

QUALIFICATIONS:

- Fulfill the duties required of Mars Hill Church members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon as taught in the Scriptures
- Excellent communication skills (written and oral) and computer skills
- Demonstrated skills and experience in office operations
- Ability to maintain a consistently pleasant, courteous demeanor with others
- Professional-level skills and experience in people, business and leadership
- Ability to handle sensitive issues, maintaining confidentiality regarding church information
- Ability to work with and maintain positive, loyal relationships with others
- Superior time management and prioritizing skills

SPECIFIC DUTIES & RESPONSIBILITIES:

Executive Assistant

- Manage executive pastor’s calendar
- Communicate to staff, business associates and the public on executive pastor’s behalf
- Provide logistics, hospitality and support for meetings
- Monitor email and other communications regarding emerging issues and threats
- Provide administrative support
 - Keep pastor’s contacts updated
 - Reconcile monthly credit card statement
 - Screen and appropriately direct email and phone calls
 - Copying, editing and filing of documents
 - Order books and maintain publications
 - Handle all travel arrangements for off-site meetings, conferences, speaking engagements
 - Ensure maintenance of technology, e.g. blackberry, laptop; maintain list of user ids and passwords
 - Appreciation gifts and thank you cards for business associates and people in community
- Maintain/protect “levels of importance”
- Communicate daily with pastor, updating and debriefing current projects and tasks
- Available for emergencies and special projects as needed

Office Manager

- Implementation and ongoing maintenance of all office policies and procedures
- Ensure reception desk coverage and office management support during office hours Monday-Thursday
- Maintain inventory, office machines and vendor list for office supplies, coffee, hospitality supplies, etc. and make regular orders
- Conference room scheduling, agenda and hospitality for daily meetings
- Perform janitorial cleaning as needed
- Work with Technology, Property & Development department regarding additional facility needs
- Sort incoming mail; prepare and send outgoing mail; check fax machine and printers daily
- Set up office space for and train new employees on office management policy and procedures e.g. locking up building

Member of Executive Leadership Support Team

- Provide support for miscellaneous tasks for events and meetings
- Assist Executive Elders with miscellaneous tasks as needed
- Documentation of Elder minutes

Schedule: Monday – Thursday

Location: Seattle, WA (Ballard)

Salary: This is a paid internship and the intern will receive a monthly stipend.

Hours: 40 hours per week (must be available for misc. special events, church meetings, etc. as needed)

Vacation: Two weeks floating vacation plus one week at Christmas

If you are interested in applying for this position, please send your cover letter and resume to apply@marshallchurch.org including the above TITLE in the subject line.