

OPPORTUNITY PROFILE

Office Administrator & Executive Assistant



OPPORTUNITY OVERVIEW

Rockpoint Church is seeking a full-time Office Administrator & Executive Assistant to join our team. This role supports the day-to-day administrative tasks, scheduling, and supporting the Senior Pastor as well as staff the front desk and guest services while coordinating office project tasks, calendaring, resolving hardware/software issues, etc. The ideal candidate will be comfortable with technology, organized, detail-oriented, and passionate about ministry, with a strong ability to manage projects and collaborate across teams.

KEY RESPONSIBILITIES

Executive Assistant:

- Draft, edit, and proofread communications, reports, presentations, and documents on behalf of the Senior Pastor
- Manage and maintain the Senior Pastor's calendar, including meetings, ministry engagements, and personal/professional scheduling
- Anticipate needs by preparing agendas, briefing materials, and follow-up notes for meetings
- Screen, prioritize, and manage email, phone, and correspondence for the Senior Pastor
- Handle travel arrangements, itineraries, and logistics for conferences, speaking engagements, and retreats
- Coordinate meetings (staff, elder board, leadership teams), including scheduling, agenda preparation, and minutes/notes
- Manage confidential information with discretion, particularly relating to staff, congregation, or elder board
- Maintain organized filing systems (digital and physical) for the Senior Pastor's office

Technical Coordinator:

- Serve as first point of contact and liaison for basic IT needs, troubleshooting computer, phone, and printer issues before escalating
- Manage calendaring and scheduling systems for building use, staff meetings, and events
- Monitor and support church management software (Planning Center, Phone System, etc) for accurate data entry, reporting, and operation
- Ensure office hardware, check-in systems, and shared equipment are functioning properly for ministry use

Administrative & Ministry Coordination:

- Manage prayer request intake and distribution to staff, leaders, and prayer teams

- Prepare staff meeting agendas, reminders, and other recurring team communications
- Maintain up-to-date digital and physical filing systems for shared church documents
- Assist with ordering, tracking, and maintaining supplies (office, toner, class materials)

Front Office & Guest Experience:

- Provide a welcoming presence at the front desk, greeting guests, members, and ministry partners with warmth and professionalism
- Respond to phone calls, emails, and inquiries with timely and accurate information, directing them to appropriate staff or resources
- Oversee the completion of weekly office routines (e.g., agendas, class check-in sheets, supply management, mail distribution, lobby readiness)
- Ensure building security by monitoring doors, lights, and alarms during open/close procedures
- Support guest services by preparing materials (connection cards, event resources, welcome packets)

QUALIFICATIONS

Education:

- Associate's or bachelor's degree preferred, or equivalent combination of education and experience
- 3+ years of experience in administrative, executive assistant, or office coordination roles (nonprofit or church environment a plus)
- Demonstrated ability to manage multiple projects, priorities, and deadlines effectively

Technical Proficiency:

- Strong computer skills, with proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace
- Experience with office hardware (computers, printers, phone systems) and ability to troubleshoot basic IT issues
- Familiarity with church management systems (Planning Center, or ability to learn quickly)
- Comfort with calendaring software, project management tools, and database systems

Organizational & Administrative Skills

- Exceptional organizational skills with strong attention to detail and accuracy

- Excellent written and verbal communication abilities, including proofreading and editing
- Ability to handle sensitive and confidential information with the highest level of discretion
- Proven skills in scheduling, meeting preparation, and record-keeping
- Relational & interpersonal strengths

WHAT SETS YOU APART

- Relational: Friendly, approachable, humble, and full of grace
- Team Player: Collaborative and positively influential
- Executor: Strong organizational and implementation skills
- Integrity: Grounded in biblical values and sound judgment
- Emotionally Healthy: Personally stable, accountable, and supported by healthy relationships
- Self-Aware: Emotionally intelligent and growth-oriented
- Christ-Centered: Committed to growing in faith and spiritual maturity

REPORTING & COMPENSATION

- Reports to: Senior Pastor & Communications Director
- Time Commitment: 40 hours/per week
- Compensation: Based on experience and fair market value (hourly, non-exempt)

APPLICATION PROCESS

Please submit a resume and cover letter in PDF or Word format to Michael Sandvig at msandvig@rockpoint.church.

In your materials, include:

- Summary of professional and ministry experience
- Church size, staff structure, and your role in that context (if applicable)
- Involvement in local church and your heart for ministry
- A brief introduction about yourself or your family



HISTORY

In 1968, ten families took a leap of faith and began praying over a shared dream of establishing a church in the northeast suburbs. By 1969, they had begun meeting for worship at an elementary school.

Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home led to the construction of a portion of our former facility, completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980s. Space became inadequate for the quality ministries the church sought to provide. Phase 1 of a new facility addition was completed in 1986. However, when Phase 2 was considered, it became clear that the current site was too small.

To continue expanding its ministry and impact, the congregation voted in 1996 to purchase 108 acres of land and relocated to Lake Elmo. Through prayer and sacrificial giving, God miraculously provided the \$1 million needed to purchase the land. After years of collaboration with the city, our new facility was completed, and our first Sunday service was held in July of 2007.

In anticipation of this move, the church also changed its name from *Lakewood Evangelical Free Church* to *Rockpoint Church*, ready to launch ministry into a new region.

Throughout our history, countless prayers and sacrificial giving of time, talents, and treasures have marked our journey. Based on God's faithfulness, and with humble dependence on Him, our leadership believes the Holy Spirit is prompting us to pursue a new work—locally and globally. As we step into Rockpoint's future, we believe God will continue doing a fresh work in the lives of each person, in our community, in the Northeast Metro area of the Twin Cities, across the nation, and around the world.

We invite you to visit www.rockpoint.church to learn more.

Our mission: *To multiply disciples through a healthy church.*

Our vision: *Made to multiply – Grow in your love of God, and go love your neighbor.*

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America and is congregation-led. This means the following items require approval by a majority of church members:

- Annual budget
- Placement of the Senior Pastor
- Appointment of Elders and Deacons
- Sale of properties (as outlined in our bylaws)

Elder and Deacon Boards:

- The Elder Board is comprised of men only.
- Both men and women serve on the Deacon Board.
- The Senior Pastor is a voting member of the Elder Board and is accountable to it.
- The Executive Pastor is a non-voting member of the Elder Board and oversees all staff, reporting directly to the Senior Pastor.

The Elder Board is responsible for the overall direction and spiritual life of the church. Once vision and direction are established, the implementation is carried out by the pastoral staff under the leadership of the Senior and Executive Pastors.



About our community

Rockpoint Church is a vibrant, multi-generational congregation located in Lake Elmo, Minnesota—a scenic and thriving suburb just 24 miles east of Minneapolis. Nestled near the picturesque St. Croix River and surrounded by rolling farmland, Lake Elmo offers a unique blend of rural charm and suburban convenience. With a population of approximately 15,359, the city has experienced significant growth, reflecting its desirability as a place to live and work. The area boasts top-rated schools, expansive park reserves, and a strong sense of community. Rockpoint Church has been a cornerstone in this region for over 50 years, known for its dynamic worship services, commitment to multiplying disciples, and impactful ministries that resonate throughout the Twin Cities. Our modern campus is designed to foster connection and spiritual growth, making Rockpoint not just a place of worship, but a hub for community transformation.

*We're located at:
5825 Kelvin Ave N
Lake Elmo, MN 55042*