

EXECUTIVE LEADERSHIP TEAM ADMINISTRATIVE ASSISTANT

CALVARY CHURCH

1010 N TUSTIN AVENUE
SANTA ANA, CA 92705

CALVARYLIFE.ORG

714.973.4800

Calvary Church seeks to be a joyful church family that is better together, being changed by the Gospel to love like Jesus and reach the world across all cultures and generations. As the Executive Administrative Assistant you are primarily responsible to support the Executive Leadership Team, specifically the Senior Pastor, Reach Pastor, and Adult Team Pastor, by supporting ongoing ministry and initiatives. 32-40 hours, Monday-Thursdays, with some evening and weekend needs. Pay range is \$23-29 per hour. This position qualifies for discounted preschool and school tuition.



YOU ARE KNOWN AS:

- A follower of Jesus living life above reproach; a lover of His Word
- A team player, hard worker, hospitable, positive, compassionate, truthful, loving, and gracious to all
- An excellent communicator, both in written and oral forms
- A fun person, a positive and encouraging cheerleader
- A self-starter, problem solver, and organizer
- A highly detailed and big-picture thinker
- A learner; teachable, always growing
- Depending on God's Spirit



WHAT YOU WILL BE DOING ON-THE-JOB:

- Administrating, communicating, and hosting staff and elder events, including the Fall pastor's retreat
- Administrating, prepping, and hosting monthly Elder meeting
- Organizing and hosting annual Reach Week events
- Maintaining multiple pastors' appointment calendars/schedules of events
- Meeting the daily workplace needs of your supervising pastors and their ministry teams, supporting the team in their regular programming and projects
- Communicating regularly with all of our missionary families
- Supporting volunteer ministry leaders with Homes of Hope, Alpha, Pop Up Pantry, WWAM, and other ministry partners
- Working with the Communications Team to promote upcoming events
- Writing ministry emails and other printed materials
- Organizing and maintaining Google Drive and all other files
- Using Planning Center to be organized and efficient
- Requesting reimbursements, managing various budget accounts, and communicating financial summaries to the supervising pastors
- Maintaining a clean and organized office environment, stocking ministry supplies, as needed
- Frequently moving boxes (up to 20 lbs), setting up rooms with tables and chairs, and walking 7,000 steps a day across campus, up and down stairs



BONUS POINTS IF:

- You love throwing a good party
- You can say “hello” and “goodbye” in five different languages
- You enjoy herding human-sized cats



YOUR TEAM:

- **Your supervisor** ↑ : Senior Pastor and Executive Leadership Team
- **Your ministry team** ↔ : Executive Leadership Team
- **Your staff** ↓ : Volunteers



EVERY EMPLOYEE AT CALVARY IS EXPECTED TO:

- Support the leadership of Calvary
- Advocate for Calvary’s vision, mission, and values; 10:02 Prayer and Leadership Development
- Attend regularly scheduled meetings (Chapel, Pastoral Staff meeting, Pastor Day Away, Staff days away; Monthly Birthday Gatherings, and others)
- Attend the weekly Worship Service
- Participate in a LifeGroup for at least one season each year
- Actively contribute to all-church events (Reach Week, Easter services, Annual Church Meeting, VBS, Beach Baptisms, Light the Night, Christmas services, etc.)
- Participate in staff trainings, retreats, conferences, in addition to regular schedule
- Maintain general knowledge of all-Calvary events to help all people connect
- Be proficient in computer and technology use: Google Drives, Docs, Sheets, Word, Excel, Planning Center Online
- Have completed or be actively pursuing appropriate education (bachelor’s degree or greater biblical knowledge) and professional work experience to fulfill job responsibilities
- Be available for identified work schedule and perform other duties as assigned
- Model a biblical standard of conduct - private, public, online
- Submit to and uphold Calvary’s bylaws and doctrinal statement
- Adhere to guidelines stated in Employee Handbook
- Be or become a Calvary Church member during the first year of employment - CalvaryLife.org/Membership

How to Apply for this Role

To submit your application for Administrative Assistant, please fill out the Employment Application available on our website at CalvaryLife.org/Jobs. Once completed, send your resume and writing sample (a concise professional email inviting volunteers to an upcoming meeting) to Marisa Foasberg. Questions? Contact **Marisa Foasberg**, HR Manager, at mfoasberg@calvarylife.org.