



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Administrative Assistant

Location: La Mesa, CA | Lakeside, CA | Clifton, KS

Attendance: 3,500

THE ROLE

The Administrative Assistant will be responsible for providing administrative support to assigned ministries or departments. Assisting with research, preparing reports, handling information requests, event coordinating, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

RESPONSIBLE FOR:

1. Administrative Support

- Assists with the day-to-day operations of the office to ensure operational efficiency.
- Performs general office duties, such as filing, mailing, copying, typing, organizing, answering phones, executing projects and other assigned tasks.
- Assists with incoming phone calls, greets and screens visitors in a professional and pleasant manner that demonstrates a sincere interest in the individual when needed.
- Communicates clearly by phone and direct interaction while properly screening visitors.
- Answers inquiries from the general public by utilizing all available resources and provides timely follow up as necessary.
- Coordinate ministry events.
- Orders all office supplies and supplies relating to Sunday Services.
- Manages volunteer onboarding

2. Administrative Volunteer Responsibilities

- Trains, supports and assists with overseeing administrative volunteers.
- Assists with conducting volunteer interviews for administrative volunteers.

ORGANIZATIONAL AND SPIRITUAL REQUIREMENTS:

- Demonstrate Christ-centered behavior at all times by treating people with dignity, respect, compassion and integrity.
- Adheres to Skyline's Core Identity.
- Utilize the principles of Matthew 18 and Ephesians 4:15 to resolve differences of opinion with others.
- Successful completion of a thorough pre-employment references and background checks, which includes: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- Be self-motivated and goal oriented, use good judgment, and be flexible and innovative.
- Professional attitude and demeanor.

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C H U R C H

EDUCATION, TRAINING, AND EXPERIENCE:

- An associate's degree or its equivalent and/or at least three years of experience as an administrative assistant.

JOB RESPONSIBILITIES & DUTIES:

- Ability to multitask, prioritize assignments, and provide excellent customer service.
- Work productively, both independently and collaboratively with others.
- Ability to recognize and maintain confidentiality as appropriate.
- Spiritually mature while pursuing a deeper relationship with Christ.
- Must possess strong time management and organizational skills and the ability to execute multiple projects simultaneously.
- Flexible in nature to handle other duties and special projects as needed.
- Demonstrated skills and techniques to recognize problems and apply timely and appropriate corrective actions.
- Ability to think clearly under pressure and follow-through to ensure effective resolution.
- Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
- Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in groups problem-solving situations; strong team player who meets commitments.
- Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
- Must possess strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, & PowerPoint).
- Ability to be firm but gracious in dealing with staff and ministry leaders and others.
- Adapts to changes in the work environment, able to deal with frequent change, delays, or unexpected events with poise and professionalism.
- Ability to work in a high-volume environment while maintaining solid productivity and quality of work.
- Service Oriented, while actively looking for ways to help people.

TO APPLY

Please submit resumes to Janet Stucke via email: JStucke@SkylineChurch.org
11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 | SkylineChurch.org



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