

Administrative Assistant
Agape Outpost Chapel
Breckenridge, Colorado

Objective:

To learn the day-to-day management of the local church and assist the pastor in church administration.

Qualifications:

Dedicated believer of Christ, who desires to keep learning more, has a desire to minister to the body of Christ through church administration, someone who is a self-starter who can take a task and run with it.

Job Description:

- * Assist the pastor in daily church administration.
- * Answer phones, send/receive emails, manage church calendar.
- * Responsible for publishing and printing materials (bulletins, notebooks, teaching materials.)
- * Schedule appointments for the pastor
- * Be disciplined and mentored by the pastor
- * Any other duties as assigned

Direct Supervisor: Pastor Jeremy, Associate Pastor