

Job Posting
Administrative Assistant
Lakewood Alliance Church

Job Title: Admin Assistant: We are looking for an experienced administrative assistant for our busy, rock-star Pastoral Team.

You Will Be Reporting To: The Lead Pastor, although you'll be working with the whole Pastoral Team.

What we Do: We connect people with Jesus in ever deepening ways and help them to impact the world around them.

Church Location: 4001-5th Avenue, Prince George BC.

Hours: 15-20 hours per week during church office hours (TBD)

Unconditional Job Requirements:

- Proven clear thinker, well organized, level headed, solution oriented, maintains confidence
- Self-starter, efficient, productive, works well with a team
- Intermediate to advanced MS Office, filing, some bookkeeping, web.
- Not physical labor but must be able to lift 25 pounds for paper storage.
- Previous experience in a busy corporate or church environment as an administrative assistant is an asset

Company Culture: We are a family-oriented, mutually supportive, community church. The dress code is business casual, and we really enjoy having fun as a staff.

How to submit resume: in body of email, or as Word or pdf attachment. Include a cover letter. Put "Administrative Assistant" in the subject heading. No phone calls or faxes, please, as that just gets confusing. Please email to dave@lakewoodalliance.com by February 26.

How, when, and if we will contact you: by phone or email within two weeks of submission, but only for qualified applicants, which we hope you are!