



Administrative Assistant

Job Overview: Restoration Church is a healthy, growing church located in central Yakima, with a vision to Know Christ and Make Christ Known in Yakima and beyond. The Administrative Assistant is a strategic role in supporting Restoration Church's overall mission and vision, and providing support and stability to key leaders through ministry organization, communication, and planning.

1. Details:

- a. Provide a consistent and stable presence during weekly office hours
- b. Must be able to handle ministry details and personal information with integrity and appropriate confidentiality
- c. Work alongside lead pastor, and support other ministry leaders as needed
- d. Average 10-12 hours per week (Monday - Thursday, 9am - 12pm)
- e. Pay: Starting at \$18 per hour depending on experience
- f. Position available August 4, 2025.

2. Qualifications:

- a. Lives a life consistent with Biblical principles of character and behavior
- b. Demonstrates a calling for ministry and an ability to work alongside others
- c. Exhibits and practices discernment and integrity
- d. Utilizes good composition, grammar & communication skills
- e. Possesses basic computer skills and an aptitude for office, database, and communication software
- f. Self-starter with a teachable spirit
- g. Possesses ability to organization and manage multiple systems independently

3. Responsibilities*:

a. Administrative Tasks:

- i. Upload weekly sermon podcast (website, YouTube, social media)
- ii. Connection Card processing
- iii. Church Database management
- iv. Manage the church calendar with direction from Lead Pastor
- v. Website management
- vi. Prepare Sunday worship slides

- vii. Assist in organizing life groups, special events, baptisms, child dedications, Starting Point class, and membership process
- viii. Manage office and ministry supplies
- ix. Print materials for various ministries
- x. Website management

b. Church Communication Procedures:

- i. Weekly E-newsletter
- ii. Weekly connection card / worship folder (digital and print)
- iii. Connection card process and follow up
- iv. Draft and schedule weekly social media posts

c. Ministry Support:

- i. Manage volunteer schedules for First Impressions
- ii. Coordinate worship director and kids director with volunteer scheduling
- iii. Provide administrative support for worship director, youth director, and kids director

d. Support to the Lead Pastor:

- i. Support the Lead Pastor in accomplishment of the church's mission and vision through various administrative tasks and support.

**This list is not exhaustive but meant to give scope to this important role.*

4. Apply. Please visit www.restorationyakima.com/jobs to fill out an online application or download a PDF copy.