

Epikos Church—Milwaukee, WI



Position: Administrative Assistant

Direct Report: Executive Pastor

Position Status: Full-time/Salaried, Exempt, M-F schedule

Position Summary

The Administrative Assistant will be responsible for the day-to-day operation of the church office as well as a variety of administrative tasks. This includes being proficient in the use and maintenance of office equipment, keeping appropriate office supply levels for staff use, planning and coordination of various events and activities, scheduling appointments and meetings for various Pastoral staff, assisting with church mailings, reconciliation of credit cards, and other projects as needed. The ideal candidate has a love for administrative work and desires to support others with their gifts and abilities.

Distinctives of Epikos

At Epikos our mission is to make more and better disciples through Gospel-centered worship, community, and service. We are a multi-site and multicultural community of believers whose goal is to reach into every neighborhood in Milwaukee and beyond with the Gospel of Jesus Christ.

Qualifications

- 3–5 years of experience working in a fast-paced office setting.
- Proficiency using Google Workspace. Working knowledge of Asana, Planning Center Online, and Calendly is a plus.
- Demonstrate a track record of spiritual maturity and character.
- Be a self-starter and exhibit a sense of urgency for completing tasks, and the ability to work on more than one project at a time.
- Ability to be alert and sensitive to problems and keep a high standard of confidentiality.
- Agree and embrace the vision, values, pathway, leadership distinctive, campus constants, and doctrinal statement of Epikos Church
- Understand and embrace the culture of Epikos Church

Job Expectations & Responsibilities

- Maintain a functional and orderly office environment
 - Keep office supplies in stock
 - Know how to use and maintain office equipment (printer/copier, shredder, papercutters, etc)
 - Make daily coffee for staff (heart for hospitality)
- Monitor main church email and voicemail, filtering to staff as necessary
- Manage multiple calendars (google cal) and schedule within Planning Center Online
- Manage ordering for staff and events as needed
- Reconcile monthly credit card statements as needed



Making more and better disciples

- Work with other support staff in the planning, coordinating and executing of church and staff events, gatherings or projects
- Purchase gifts for staff birthdays and other life events, flowers for congregation funerals, etc.
- Utilize and coordinate a team of office volunteers
- Maintain confidentiality with sensitive information

Expectations for Connecting at Epikos

- You will report to the *Executive Pastor* who will set job expectations for you.
- Your full-time position will often be between 40-45 hours of work per week.

Please send cover letter and resume to jobs@epikos.org.



Making more and better disciples