

ADMINISTRATIVE ASSISTANT

POSITION PURPOSE: The Administrative Assistant provides logistical support to Orangewood's pastors and executive leadership, ensuring smooth operations, organized schedules, efficient communication, and timely completion of administrative tasks that enable leaders to focus on shepherding and mission work.

DIRECT REPORT: Executive Assistant

EMPLOYMENT TYPE: Part-time (Schedule available for discussion)

JOB DESCRIPTION: The Administrative Assistant works closely with pastoral staff and other ministry leaders to manage calendars, coordinate events and meetings, handle communications, complete administrative tasks, and support various church functions. This role requires attention to detail, strong organizational skills, efficiency with technology, and the ability to manage responsibilities across multiple leaders and departments proactively.

QUALIFICATIONS & REQUIREMENTS >>

EDUCATION

Associate's or Bachelor's degree preferred. Minimum 3 years of admin experience considered.

EXPERIENCE & SKILLS

- Experience providing administrative support in a church or nonprofit setting preferred.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, email systems, and general office technology.
- Ability to handle confidential information with discretion.
- Collaborative spirit with a service-oriented attitude.

REQUIREMENTS

- Must be an evangelical Christian in agreement with Orangewood Church's mission.
- Must be an active member of Orangewood Church.
- Expected to be a supportive and trustworthy presence for the pastors and staff.

PRIMARY RESPONSIBILITIES >>

ADMINISTRATIVE SUPPORT

- Provide administrative assistance to the executive assistant and pastors.
- Coordinate schedules, set up events and meetings.
- Handle emails, task lists, and project coordination.
- Clerical duties including scanning, filing, and organizing.
- Run errands and prepare materials.
- Utilize Planning Center to coordinate events.
- Attend ministry events and provide administrative support.

HOW TO APPLY

Please send cover letter and resume to

Tiffany Hawkins
Executive Assistant
thawkins@orangewood.org

COMMON "PATHWAY" FOR ALL EMPLOYEES

Each team member—individually and collaboratively—is responsible for creating accessible, consistent pathways for both new and long-time OC members to engage deeply with church life through:

Gather

Help draw non-churched residents (non-Christians, de-churched, and new locals) into Sunday worship. Encourage regular worship attendance and deeper engagement from members and attendees. Support personal worship habits like daily Bible reading and prayer.

Connect

Increase the number of people meaningfully involved in smaller church communities (at least twice per month).

Serve

Boost volunteer involvement, especially on Sundays and in your ministry area, supporting OC's "staff-led, volunteer-run" model. Encourage participation in church-wide events and outreach. Regularly recruit, equip, and empower volunteers.

PLEASE NOTE

All duties and responsibilities listed are essential job functions. Reasonable accommodations will be made as necessary. This job description is not exhaustive and may be revised as needed to reflect ministry needs or leadership direction.