



Position Announcement

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| Position: | Report to: | Type: |
| Administrative Assistant | Lead/Executive Pastor | Paid / Part Time |

Gateway Church invites applications and nominations for the part-time position of Administrative Assistant to the Pastoral Team and Directional Team. Responsibilities include, professional presence, organizational leadership, serving people, handling phones, filing, general office helps. This candidate should have some experience in office management, business skills, extremely efficient in Word, Excel, and PowerPoint and Constant Contact. Database management and design layout skills are a huge plus.

Qualifications: This position offers a challenging opportunity to the person with substantial experience in office administration. The successful candidate profile:

- Three years of ministry experience is expected
- Three years in office management experience is preferred
- Strong interpersonal skills that engage members
- Strong written communication and organizational skills is expected
- Competence in computer software and media technology via the internet
- Comfortable being the 'voice/face' of the church for first impression communications
- Understanding of business software and protocol
- An undergraduate degree is preferred

Application Process: All contact information including a completed application, resume, cover letter and three professional reference request forms should be sent to: Karen Hemlock, Administrative Assistant to the Pastor, Gateway Church, 160 Cowan Road, Parkesburg, PA 19365

Applications should be submitted by April 1, 2010. The targeted start date for this position is May 17, 2010.

Gateway Church is located in Parkesburg, Pennsylvania. Central to the mission is "providing gateways to personal relationship with God, Each Other and the World." The vision is simply to be a catalyst for Christian discovery, development and experience.

Posted 2/25/2010
Gateway Management/Directional Team