



Hope City Church Administrative Assistant

Directly Reports to: Campus Pastor

Location Assignment: Hope City Church

Direct Supervision for: Office Admin, Hospitality/Guest Support, Kids/Students Admin

Weekly Hours: 40

About Our Church Family

We are a church that exists to inspire people to know, love, and follow Jesus, as well as engage in meaningful ways with our neighbors, meeting real physical, emotional, and spiritual needs. Serving communities in Portland, Beaverton, Milwaukie, and West Linn, our ministry is guided by three values: radical hospitality, uncommon humility, and sacrificial generosity. We believe that where these values are lived out by a group of people, there you will also find an impact made for the Kingdom of God that is truly undeniable – drawing even more people into relationship with Him.

Each of our campuses are responsible for shaping ministry to meet the unique needs of their local community. While our campuses all have the same values, teach the same sermon series, and share a general approach to ministry, most decisions are made locally to ensure our congregation and community are best served.

In this role, you will:

- **Hospitality/General Admin Support**

- Primary duties will be guest and phone reception with a positive, friendly, and helpful attitude; manage the general church inbox and direct messages to appropriate contacts; maintain phone systems, including voicemail updates and extension changes.
- Oversee room requests, event approvals, and setup for weekday and church-wide gatherings; maintain assigned Staff Google Drive folders, Sheets, and Office Calendar; coordinate with Communications and approve campus-wide communications; provide administrative support for church-wide events.
- Maintain The Rock database, ensuring current and new attendee information is accurate and up-to-date, including contact details, prayer requests, donor data, community life and serve teams, and duplicate records; support ministry

operations through groups, event registrations, check-ins and other database tools that help support HCC ministries.

- Manage workroom operations, including printing, cutting, binding, and maintaining supplies for services, ministry, office, janitorial, events and hospitality needs, keeping all areas organized and well-stocked.
- Utilize volunteers/volunteer teams when coordinating weekly hospitality needs, event support, and daily overall ministry operations.
- Provide administrative support, coordination, and leadership for all-church events.

- **Programming Support**

- Prepare and load teaching slides and all media (ProPresenter slides, videos) for Sunday morning services.
- Post Sunday service video on YouTube, and the website

- **Sunday Kids Ministry Leadership**

- Serve as the **Service Lead** during one or more services, ensuring classrooms are ready and welcoming; support children and volunteers, lead huddles, assist with check-in, transitions, attendance, and operations in the Family Pastor's absence.

- **Volunteer & Event/Childcare Support**

- Schedule, train, and communicate with volunteers, track availability, and maintain Ministry Safe compliance.
- Plan ministry events, coordinate childcare staff, ensure compliance, and maintain accurate records.

- **Curriculum & Admin Support**

- Prepare content, classrooms, and supplies; coordinate curriculum prep volunteers; maintain templates, schedules, attendance, and records; assist with ordering and expenses.

All of our staff members are leaders who:

- Set the standard for a consistent Christ-like character, properly aligned with Scripture
- Promote and foster healthy relationships with staff members, volunteers and attendees
- Maintain an active, supportive, collaborative and engaged relationship with staff members at all campuses, ensuring alignment to the overall mission of Willamette Ministries
- Demonstrate character-based leadership with staff, volunteers and attendees
- Communicate consistently and clearly with staff, volunteers and attendees
- Submit to the overall leadership and vision of HCC while bringing independent, vision-minded leadership and advocacy to their respective ministry or ministries

We also ask for the following from all our staff:

- Personally ensure that a robust and healthy spiritual life exists for yourself
- Be an active member in the church family, including Rooted, community life, and spiritual development
- Personally develop strong relationships with members of the whole church family, and specifically, at your assigned campus, creating an environment that is warm, welcoming, and hospitable
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness
- Support the overall values and vision of our church while bringing independent and faith filled leadership and advocacy to your ministry