

Assistant to the Life Safety Team

Reports to:

Executive Pastor

Supervises:

None

Church Size:

3500-4500



Part-Time: This is a flexible up to 10 hour weekly position in an office setting. Some work priorities require regularly scheduled meetings but most of the work can be done independently.

SCOPE AND PURPOSE

To provide a high level, multi-dimensional support to the Executive Pastor.

PERSONAL EXPECTATIONS

1. Growing relationship with Jesus.
2. Godly marriage and family (if applicable).
3. Contributes to the spirit of unity among the staff and congregation.
4. Fully supportive of First Free Church's Mission, Vision and Values.

QUALIFICATIONS

- Gifted in administration, multi-tasking, and high level organization.
- Able to communicate professionally across multiple settings.
- Capable of working with a variety of computer based software programs like MS Word, Power Point and Excel.
- Takes initiative to prioritize responsibilities, manage workload, and complete projects in a timely manner.
- Able to adapt quickly to changing demands and resourceful in coming up with creative solutions to resolve problems and move the ball forward.

RESPONSIBILITIES

- Collaborate with LST leadership: for approval, rent/borrow/purchase necessary operational and training equipment and required supplies.
- Assist the LST Team with meeting planning, scheduling, and other primary responsibilities.
- Provide administrative support (team training and attendance records).
- Assist in event planning, recruitment, and ongoing communication with key volunteers.
- Advise the Executive Pastor concerning budgetary requirements and contracts.
- Provide assistance with video monitoring equipment and provide analysis to the Life Safety Leadership team and the Executive Pastor.
- Provide liaison with local law enforcement and first responders. To include collaboration with outside training agencies to develop training protocols, curriculum and competencies to reflect and support the LST Pyramid.
- Advise the facility manager of any LST equipment or maintenance requirements.