



REDEEMERCHURCH

Administrative Assistant

Reports to: Senior Ministry Director HR/Finance/Operations

Location: Lubbock, TX (Full-Time, On-Site)

We're looking for a highly organized, service-minded person who loves helping people and making things run smoothly. The Administrative Assistant helps create a welcoming, well-supported environment for our staff, church family, and guests by owning the everyday details of our office, church readiness, and general communications, while supporting our Operations, Finance, & HR functions.

Who You Are

- You take initiative, notice what needs to be done, and follow through.
- You're organized, detail-oriented, and enjoy creating order.
- You're warm, approachable, and communicate clearly.
- You're flexible, dependable, and handle sensitive information with discretion.

What You'll Do

- **Own the Office:** Keep the office organized, welcoming, and running smoothly.
- **Keep Us Ready:** Ensure our office and church spaces are stocked and ready for ministry.
- **Be a Communication Hub:** Manage general communications and connect people with the right staff or ministry.
- **Support Our Staff:** Assist with meetings, calendars, onboarding, and administrative projects.
- **Support Exec Pastors, Operations, Finance, & HR:** Assist with giving data, payments, records, onboarding, and other administrative needs.

It'll Be Awesome If

- You're highly capable with technology and quick to learn new software.
- You have experience with tools like Google Workspace, Jotform, HubSpot, Asana, Mailchimp, Slack, Adobe, and Canva.
- You can manage multiple priorities and systems without letting details fall through the cracks.
- You love the local church and are excited to use your administrative skills to support ministry.

Work Perks

When you join Redeemer's staff, our prayer is that your faith will be bigger, your family will be closer, your leadership will be sharper, and your joy will be deeper. And while the biggest perk to working at Redeemer is doing work that makes an eternal difference, you'll find that's not the only benefit we offer:

- *Comprehensive Medical, Dental & Vision Benefits*
- *Generous 401(k)*
- *Employer-Paid Vacation, Sick, and Parental Leave*
- *Professional Development Funds*

If you're energized by serving people, creating order, and making sure the details are taken care of, we'd love to hear from you.