



## Administrative Assistant

Full-Time | Liberty Church – Tavares

### Description

The Administrative Assistant helps keep the day-to-day operations of Liberty Church running smoothly while supporting staff, ministries, and church guests. This role serves as the first point of contact for the church office and helps create an organized and welcoming environment that allows ministry to thrive.

This position supports church leadership through office administration, coordination of ministry needs, and assisting with events and church systems.

### Expectations

- A committed follower of Jesus Christ who aligns with the mission and values of Liberty Church
- Highly organized and able to manage multiple tasks and deadlines
- Strong communication and interpersonal skills
- A positive, flexible attitude when serving staff, volunteers, and guests
- A self-starter who enjoys supporting ministry behind the scenes
- Able to handle confidential information with integrity

### Responsibilities

- Serve as the first point of contact for phone calls, emails, and guests
- Manage office administration including mail, supplies, and vendor communication
- Assist with financial documentation such as invoices, deposits, and record keeping
- Maintain guest records and ministry workflows through church systems
- Assist with planning and preparation for church events and ministry gatherings
- Support staff and ministry leaders with administrative needs

### Schedule

Full-time position including weekday office hours and being part of the Sunday experience at Liberty Church.