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## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Living Waters is a Christian para-church evangelism equipping ministry. Bestselling author Ray Comfort is our Founder/CEO (*Hell's Best Kept Secret*, *God Doesn't Believe in Atheists*, *The Evidence Bible*, etc.). We produce the popular television program *Way of the Master*. The program airs on the world's largest Christian networks, in every state in America and in every country around the world. Living Waters is the maker of unique gospel tracts, books, and various resources. We have one of the largest Christian ministry YouTube channels in the world. We have also produced several award-winning films, such as "180," "EXIT," and "Evolution vs. God." Our mission statement is: "Living Waters exists to inspire and equip Christians to fulfill the Great Commission." Applicants are encouraged to learn more about the ministry at [LivingWaters.com](http://LivingWaters.com), before responding to this opportunity.

### GENERAL DESCRIPTION OF ROLE

The Administrative Assistant (AA) to the Vice President of Operations & Outreach will assist the Vice President as he coordinates and develops ministry projects. They will assist with research, planning, and organization, to support the implementation of various projects and initiatives, also assisting in campaign plan development as well as general day to day tasks.

The ideal candidate will be an effective collaborator, communicator, attentive, and supportive with a positive disposition to manage and organize everyday tasks and shifting priorities.

### SKILLS & QUALIFICATIONS

- **Organizational Skills.** This role is for a detailed, structured, and organized person. Organization, prioritization, and time management skills are the core elements of the Administrative Assistant's responsibilities.
- **Multitasking.** The candidate will have the ability to be working on multiple assignments, activities, and different tasks at a time. It is a fast-paced environment where the ability to multitask and prioritize will be a daily task.
- **Communications & People Skills.** The candidate must have a friendly and approachable personality and demeanor. Interacting with the staff will be a daily occurrence and effective verbal and written communications are a must.
- **Technology.** This position requires a candidate who has general technology and computer skills and well versed on Microsoft Office products.

- **Proofreading.** They will need an above average grasp of grammar and have the gift of finding typos, errors, misspelled words, etc.
- **Experience:** Three to five years' experience as an Administrative Assistant or similar position is preferred but not required.

## GENERAL RESPONSIBILITIES

- Serve and support the Vice President of Operations and Outreach.
- Assist the Vice President as he coordinates and develops ministry projects.
- Schedule appointments and manage calendars.
- Manage, organize, and complete daily and weekly tasks as needed.
- Interact and collaborate with different heads of departments and support staff.
- Provide support to organize and manage ministry events.
- Assist with research, planning, and organization, to support the implementation of various ministry projects and initiatives.
- Create and draft various administrative documents as needed.
- Manage information flow in a timely and accurate manner.
- Perform research and draft reports as required.
- Provide weekly reports and updates on a timely manner.
- Interact and serve as a point of contact for other ministries, partner television networks, and different vendors.

**Passionate for Living Waters' Evangelistic Mission.** The candidate must be fervent about honoring God and reaching the lost. They must have a heart for soul-winning in order to fully understand the motivation and practices of the organization and be able to work through their responsibilities with the correct mindset and personal experience and insights.

This is a full-time position with Living Waters Publications, a 501(c)(3) Christian evangelistic nonprofit organization, based in Bellflower, California. This is an on-site position, and an in-office presence at our Bellflower, California headquarters is mandatory (as state law permits—currently during Covid we are temporarily working remotely). Due to the nature and logistics of this position, the candidate may work remotely under certain conditions and agreement from Living Waters.

Final pay rate offered will be commensurate with a candidate's experience. Our stated minimum rate for this position of Administrative Assistant is an hourly amount of \$18.75 per hour, plus generous medical and dental benefits. Paid vacation, sick, and personal time benefits are also included. Employees also have access to our 403(b) Retirement Savings Plan with discretionary employer contribution potential.

Please send your cover letter (sharing a bit about yourself and connection to Living Waters) and résumé or other inquiries to [hr@livingwaters.com](mailto:hr@livingwaters.com). No phone calls, please. Applicants of interest will be contacted via email or phone. *Please specify in your email the title of the job you are applying for: "Administrative Assistant."*