



## **ADMINISTRATIVE ASSISTANT, EXECUTIVE OFFICE**

**Application Deadline: Friday, November 20, 2020**

### **POSITION DESCRIPTION**

Agape International Spiritual Center's Executive Office is seeking a full-time Administrative Assistant to provide administrative, personal, and hospitality support; ensure efficient office operations; and handle various duties as assigned. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position.

The ideal candidate for this job is:

- A service-oriented team player.
- Resourceful, a good problem-solver, organized, detail-oriented, and able to work well in a fast-paced environment with competing deadlines. Assuring a steady completion of workload in a timely manner is key to success in this position.
- Someone who wants to contribute to making a positive difference in the world!

**Under the direction of the Executive Director, the Administrative Assistant will be responsible for:**

- Handling general daily correspondence
- Audio and video transcription
- Providing personal assistance for the Spiritual and Executive Directors
- Providing hospitality support
- Providing general support during all three Sunday services
- Providing light technical support for online and social media events
- Scheduling meetings, personal appointments, engagements, and travel arrangements

- Other duties as assigned

**Key Skills, Qualities, Knowledge and Abilities:**

- A self-starter who has a personal passion for and commitment to excellence
- Solid organization skills with an impeccable attention to details
- Reverence for the teachings of the Agape International Spiritual Center and its founder, Rev. Michael Beckwith
- Demonstrates leadership and humility
- Possesses excellent research, writing, and oral communication skills
- Has a professional, yet personable, caring, and community-oriented demeanor
- Knowledgeable of MS Word, Excel, PowerPoint, Pages, Keynote
- Knowledgeable of basic marketing and social media platforms, i.e., Instagram, YouTube and Facebook

This is a full-time salaried position that offers competitive pay, paid vacation and sick leave, and health benefits. **The candidate must be based in Los Angeles.**

**In one email**, please attach your cover letter, resume, and three professional references, and send to [AdminResume@agapelive.com](mailto:AdminResume@agapelive.com).  
***\*Please note that emails missing any of the required attachments will not be considered.***