



## Staff Position Posting

**Zion Church** continues to be a “seeker sensitive” church where anyone would feel comfortable. It is the mission of Zion Church to help people **EXPERIENCE** God, **ENGAGE** in community, be **EQUIPPED** for ministry, and **EMPOWERED** to serve.

### ***Off Script Executive Assistant/Project manager – Landover Campus*** **Part-Time Staff Position**

The Off Script Executive Assistant/Project Manager is the right arm of the Off Script Youth Director. He/she will support the work of Zion Landover youth ministry (Off Script), find and solve problems, and establish fresh ways of pursuing objectives. He/she will lead and manage projects as assigned by the Off Script Youth Director.

#### **Key Responsibilities**

- Maintain office calendar to coordinate workflow and meetings for the Off Script Youth Director
- Start, lead and manage projects
- Anticipate the needs of the Off Script Youth Director
- Frequent correspondence and admin. support for Off Script lead team
- Initiate ideas and processes to help Zion go forward faster
- Prepare responses to correspondence containing routine inquiries

#### **Qualifications**

- At least three (3) year’s experience as an executive assistant or in an administrative capacity
- Proficiency in MS Word, MS Excel, MS Outlook and G-Suite (Google)
- Excellent communication skills – written and verbal
- Ability to work well in a team environment

#### **How to Apply**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [applyoffscript@zionchurchonline.com](mailto:applyoffscript@zionchurchonline.com) by, April 14th 2019, the position closing date.

*\*\*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

*\*\*\*Please note the selected candidate will be required to submit to any special requirements e.g., criminal records check.*

#### **Contact**

301-583-1790  
zionchurch.org  
info@zionchurch.org

#### **Administrative Offices**

4501 Forbes Blvd, Suite 140  
Lanham, MD 20706

#### **Campus Address**

3600 Brightseat Road  
Landover, MD 20785