



Staff Position Posting

Zion Church is a growing non-denominational church that focuses on helping people *Experience* God, *Engage* in Community, Be *Equipped* for Ministry, and *Empowered* to Serve. We are a progressive church, with a unique focus on innovation, leadership, and global outreach. Zion Church was founded on reaching people in unique ways, breaking traditional barriers, and changing the way people are reached.

Zion Innovations Department (Z-Lab)

Z-Lab is a department within Zion Church that develops and discovers innovations to support and accelerate the mission of Christ and the church, and to help build an innovation culture amongst the team of Zion Church.

Z-Lab is led by the Pastor of Innovation. The Z-Lab environment is a fun learning and innovative environment. Our team members are self-motivated, so we work hard and smart for Christ. Our interactions are peppered with fun, humor, celebration, collaboration, innovation, and concern for one another. We value our families. We are fueled by new ideas, innovation and results. We are in constant pursuit of growing and learning. We believe change is inevitable for growth.

Key practices in Z-Lab's innovation culture:

- Inspiration
- Celebrating Failure
- Curiosity
- Experimentation
- Empathy with the user
- Innovate around pain points internally and externally
- The best ideas come from the best ideas

Executive Assistant to the Pastor of Innovation – Zion Church

Part-Time Staff Position / 20 -25 Hours Weekly/

Zion Church Administrative Office, Lanham, Maryland

The Executive Assistant to the Pastor of Innovation (PI) role at Zion is not the typical EA position. This individual will become the left hand of the PI, always anticipating his needs, requirements and constantly being one step ahead of the game. They will manage the office and provide high-level executive administrative support to assist the PI in delivering an innovative environment that achieves Zion's vision. Their goal is to take away any tasks possible from the PI's daily role giving him the ability to use his time in the most productive way possible, while always maintaining confidentiality, integrity & professionalism.

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



In addition, they will handle impactful projects and become deeply involved in Z-Lab's business and its innovations. We are looking for a bright and eager professional who is seeking the opportunity of a lifetime, and to be part of a mission that is enabling Zion's rapid growth and expansion.

Key Responsibilities

- Meeting preparation: develop agendas, presentations and taking meeting minutes
- Prepare internal proposals and planning documents
- Serve as the liaison between the Office of the PI and other departments and functions, including interfacing on special projects.
- Follow-up with interfacing teams to ensure completion of previously agreed upon action items
- Prepare confidential correspondence
- Close collaboration with the Executive Team
- Conduct research in support of PI's projects and strategic planning
- Provide support to project work
- Follow-up on contacts made by the PI to support ongoing relationships
- Coordinate content for Quarterly newsletters
- Coordinate travel arrangements, transportation, and accommodations for PI

Qualifications

- A positive attitude, with a passion for learning.
- 1-2 years of experience in an administrative role.
- Excellent computer skills. We are an Apple environment.
- Demonstrated a high level of organization and the ability to prioritize under pressure.
- Strong written & verbal communication skills.
- A proven ability to manage confidential and sensitive information.
- Experience in a fast-paced environment and is flexible in handling last minute changes.
- A keen eye for attention to detail.
- Able to demonstrated that they are a resourceful team player who can also be effective working independently.
- A proactive approach to problem-solving and strong decision-making capabilities.
- Available to work at least two Sundays per month.

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How to Apply

For more information and a full job description, please send your request to Elwood Matthews at ZLab1@zionchurchonline.com. Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to ZLab1@zionchurchonline.com by May 10, 2019, the position closing date.

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

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

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