

# Daybreak Job Description

Administrative Assistant - Daybreak Leadership College

**OUR MISSION** - We exist to help people make the following 4 commitments:

- **ENTRUST** their whole lives to God
- **ENJOY** living in community with God and others
- **INVEST** their whole lives in God's Kingdom
- **INVITE** others to do the same!

**OUR VALUES** - We accomplish our mission by embracing the following eight values

- We Pray First
- We Prioritize Health
- We Reproduce Leaders
- We Outwork the Vision
- We Embrace Feedback
- We Make it Funner
- We Model Servanthood
- We Live Generously

## **Overview:**

- **Hours:** 20 hours per week
- **Reports To:** DLC Director

## **Weekly Schedule:**

- 8:00 to 12:00 - Sunday
- 8:00 to 12:00 - Tuesday
- 9:00 to 4:00 - Wednesday
- 9:00 to 1:00 - Thursday

## **Responsibilities and Duties:**

### ***Administrative Tasks***

- Maintain and facilitate office and administrative functions of DLC
- Support communication for DLC, students, parents, and LPU
- Send and process feedback and evaluations to students, parents, and rotation leads
- Maintain DLC supplies - snacks, merch, materials

### ***Leadership Development***

- Support the training, equipping and developing of new DLC Mentors
- Participate in weekly team and staff meetings
- Organize meetings, rotations, and events for DLC

### ***Team Culture Support***

- Support staff and rotation leads with communication and resources for DLC
- Facilitate and plan mentoring for DLC
- Support the integration of Daybreak-wide serve culture

- Organization weekly/monthly expressions of DLC family meals and mentoring

**Qualifications:**

- **Faith** - Lead a life surrendered to the plans and purposes of Jesus Christ
- **Alignment** - Committed to advancing the Vision and Values of Daybreak Church
- **Work Ethic** - Kind and courteous while still productive and hardworking
- **Feedback** - Willing to receive feedback and continually grow and improve
- **Leadership** - Leadership skills and gifting with the purpose of reproducing leaders
- **Communication** - Good communication skills with strengths in casting vision
- **Flexible** - Able to perform various projects and assignments as they arrive

"But we do not belong to those who shrink back and are destroyed, but to those who have faith and are saved." Hebrews 10:39

