



**Job Title:** Lehi Campus Admin

**Location:** South Mountain Community Church, Lehi, Utah

**Job Type:** Part-time

**Overview:** We are seeking a highly skilled and passionate individual to serve as our Lehi Campus Admin. As a vital member of our ministry team, the Campus Admin will be the champion of all things related to assimilation, Planning Center Online (PCO), events and office support.

**Responsibilities:**

- Events & Office Support:
  - Creating and proofing events (Check wording, date, time, etc.)
  - Creating and reserving space for all Classes
  - Check on all registrations (confirming reservations, following up, etc.)
  - Purchase food, decor, print materials
  - Set up rooms appropriately
  - Internal campus advertising of events
  - Follow up reminders for events
  - Purchases supplies and food for the office and events as needed
  - Picks up materials from the Draper Campus as needed
- Groups:
  - Creating new groups and helping group/class leaders as needed with administrative help
- Assimilation:
  - Assists the Campus Pastor with assimilation processes as needed
  - Helps Lehi Campus staff with workflows as needed, keeping workflows clean and organized
  - Assists with administrative work related to next steps at the campus (like baptism)

**Qualifications:**

- Deep commitment to and growing faith in Jesus Christ
- Committed to the vision and values of SMCC
- Excellent written and verbal communication skills



- Demonstrates aptitude in G-Suite and Planning Center Online (will be trained in PCO upon hire)
- Detail-oriented
- Highly Organized

To apply, please submit your resume and a cover letter detailing your relevant experience to [jobs@smccutah.org](mailto:jobs@smccutah.org).