

Administrative Assistant – position description

Reports to: Pastor

Coordinates with: Pastor, Church Leadership, volunteers, staff members, church approved vendors, approved building use contacts

Job Summary

In partnership with other administrative staff, supports the administrative and basic technology needs of the church. This includes, but is not limited to creating and maintaining content on church website, creation and delivery of weekly newsletter and member correspondence. The position requires the ability to coordinate and direct office volunteers, communicate regularly with church committee members, maintain the church calendar and help where needed to ensure the office runs well and efficiently. While there is some flexibility in this role, the church office needs to be staffed consistently throughout the week.

Essential Functions:

- Preparing for weekly church service. Including setting up broadcast link, participant reminders, and prepping content to share during the service.
- Weekly newsletter creating and distribution
- Church and member correspondence
- Manage master church calendar
- Manage website content
- Coordinate updates to existing voice mail system
- Create PowerPoint slides for use in Sunday services
- Backup other staff to support basic technical tasks, as needed
- Answer phones, welcome visitors, open and close church building
- Maintain records and church directory using Church Management Software
- Coordinate and/or plan special events
- Physical presence in church building to monitor church office and periodic events
- Assist committee members with advertising and coordination of events
- Other duties assigned by the pastor

Qualifications:

- Self directed, motivated and organized, with good follow through
- Experience in supporting technology applications such as Microsoft Office Suite and Google Docs
- Ability to work in a small office, providing cross functional support for staff members
- Ability to multi-task
- Good communication and interpersonal skills

- Ability to lift up to 40 lbs