



## **Administrative Assistant: Job Description**

### **PURPOSE OF POSITION:**

Primary function is to oversee activities of the main church office. This person would report directly to the Pastor.

### **QUALIFICATIONS:**

1. College graduate or equivalent work-related experience.
2. Minimum of five years of experience as an Administrative Assistant.
3. Proficient in Microsoft Office to include (MS Windows, Word, Excel, Access, PowerPoint, Outlook).
4. Experience and knowledge of social media platforms (e.g., Facebook, YouTube, Zoom, etc.).
5. Proficiency in the use of standard office tools (copy machine, fax, scan etc.)
6. Strong planning and organizational skills.
7. Ability to manage multiple projects and tasks simultaneously with different deadlines.
8. Have excellent command of English composition and punctuation.

### **JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Answer, screen and route all incoming calls.
2. Prepare, proof, and print weekly bulletins.
3. Organize and maintain the pastor's and church calendar.
4. Coordinate travel arrangements for speaking engagements.
5. Check email (e.g., respond or route to appropriate person/s).
6. Prepare and distribute digital and/or mailing correspondence (e.g., memos, emails, newsletters, reports, etc.).
7. Regular Mail (e.g., distribute and disseminate all church mail; respond via correspondence or phone).
8. Route incoming faxes to appropriate staff.
9. Oversee the filing of paperwork, as well as electronic filing (e.g., computer and/or thumb drive, etc.) while maintaining strict confidentiality.
10. Ensure operation of equipment by completing preventive maintenance requirements, calling for

repairs, and maintaining equipment inventories.

11. Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
12. Coordinate scheduling for in-person or virtual meetings/events, rehearsals, weddings, baptisms, and baby dedications (e.g., baby dedications and baptism certificates), etc.
13. Keep accurate membership records (e.g., new members, baptisms, weddings, deaths, etc.).
14. Greet bereaved families and prepare or assist with funeral programs.
15. Notify Chair of Deacons of member hospitalizations, deaths, etc.
16. Maintain and update all standard forms and ministry literature.
17. Prepare new members information packets and coordinate receptions.

### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- Should be comfortable working with technology.
- Should always exhibit professionalism, conscientious work ethics, teaching ability, and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally (e.g., if employee is required to work from home, staff will be required to be available for emails, calls and meetings during regular business hours providing effective and prompt communication and completing all job responsibilities).
- Should be willing to travel occasionally as the need arises.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

### **EXPECTED HOURS OF WORK:**

- 20-25 hours a week

### **HOW TO APPLY:**

- Please send cover letter and resume to the church email.