



Administrative Assistant Position Description

TITLE: Administrative Assistant

PURPOSE: Coordinate, manage and execute administration tasks for the church.

REQUIREMENTS:

- A personal relationship with Jesus Christ and be an active member of a Christian congregation
- Excellent command of the English language including strong composition skills
- Good interpersonal skills in dealing with church officials, office volunteers, and the public
- Courteous and pleasant
- Maintain strict confidentiality concerning sensitive information
- Have a wide knowledge of office operations including use of computers, database management, word processing, and an understanding of social media operations, concepts, and website design and maintenance
- Organized and have the ability to carry out responsibilities with minimal supervision
- To be flexible, use good judgment and the ability to set priorities

ACCOUNTABILITY:

- To the Office Manager as immediate supervisor
- To Church Staff as they request support or assign tasks
- To the Administrative, Finance, and Planning Committee (AFPC) for personnel actions, performance, and compensation review

RESPONSIBILITIES:

- **Office Administration:** Provide clerical support for church staff, Elders and Deacons, coordinate Pastor appointments (as needed), prepare certificates for baptism and new members, coordinate weddings for members as well as non-members, maintain the church calendar to avoid scheduling conflicts for optimal use of Church facilities. Maintain membership files in accounting program and Session books.
- **Office receptionist:** Answer the phone, take messages, and welcome people. Answer routine inquiries concerning Church matters and refers questions to the proper department for attention.
- **Assist** other staff members and coordinate various projects
- **Communicate:** with members by phone and e-mail. Act as the church point of contact for visiting guests/groups that request the use of the building or facility. Communicate requests to appropriate Elders/Leaders. Act as a permanent Staff member of the Communications Committee.
- **Maintain office property:** maintain an inventory of all church equipment in the office, order maintenance as needed, supervise equipment maintenance and assist with key maintenance list for the Property and Facility Committee.
- **External Materials:** Prepare, copy, and collate or distribute via email the weekly church bulletins, weekly updates, monthly newsletters, and congregational letters, and special service

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bulletins, routine and special mailings. Prepare the Session book for Presbytery,

- **Internal Materials:** Update and maintain the membership folders, attendance sheets, church directory, membership books (Membership 101 classes), church calendar, the church website content, pamphlets for pew information, friendship registers and needed forms, rosebuds and greeting for new babies on Communion table, sermon files, office files and statistical reporting.
- **Mailing:** sort, distribute and update incoming/outgoing mail. Secure and maintain postage.
- **Review and proofread** materials from others for publications such as the church newsletter, sermons, and church bulletins.
- **Courier** between the office and Lobby. Transport bulletins and all information needed for each service. Run errands to post office, office supply store, pick up bank bags from BB&T, etc.
- **Assist** the Office Manager in maintaining supplies for the office, Pastors, Session and Board of Deacons within constraints of the Session Budget.
- **Assist** the Office Manager in supervising and coordinating church office volunteers.
- **Perform various other duties** as requested by the Pastors and Office Manager.

MINIMUM QUALIFICATIONS:

Education: Associates Degree or Bachelors Degree preferred.

Experience: Demonstrated experience working with office software, preferably in an office environment, church office preferred. Must be able to handle multiple tasks simultaneously and be able to discreetly handle confidential information.

Special Skills: Must be proficient with using Microsoft OS computers and Office suite of software – including Excel and Publisher, business use of the internet, and maintenance of web page content.

WORK SCHEDULE:

The standard work week will consist of a minimum of 24 paid hours per week, performed from 9:00AM to 3:30 PM on Tuesdays through Fridays, including a 30-minute break for lunch each day. Additional hours may be worked to complete necessary weekly tasks upon mutual agreement between you and your supervisor.

PHYSICAL DEMANDS:

Position is clerical in nature with light lifting. Requires corrected vision and hearing to normal ranges. Requires a valid driver's license and access to a vehicle to purchase supplies and conduct office errands.

PROBLEM SOLVING AND DECISION MAKING:

Most work situations are fairly routine following established church procedure recurring on an ongoing basis (weekly, monthly, or yearly). Most activities should be carried out without direct supervision. The Administrative Assistant is often the first church staff to interact with people experiencing stress. The ability to calmly assist individuals experiencing life crises, including serious illness, marital problems, a death in the family, or job loss is required. The incumbent must exercise care and tact in communication and in notifying the appropriate church officials and must handle sensitive information with the highest degree of integrity and confidentiality. Some tasks are on an as-needed basis directed by the Pastor and church officials. Non-routine requests must be reviewed with the Office Manager.