



Position: Administrative Assistant

Reports To: Office Manager

FLSA: Non-Exempt

Job Type: Part-Time

JOB SUMMARY: Responsible for assisting in office tasks of the church front office including, but not limited to, answering the phones, greeting visitors, assisting ministry leaders with church activities, and assisting with Church Management Software. Perform general and confidential secretarial support for Pastoral staff, ministry staff, and the congregation.

EDUCATION AND EXPERIENCE:

- High school diploma
- Previous experience working in an administrative assistant role or similar position

ESSENTIAL SKILLS AND ABILITIES:

- Working knowledge of Microsoft Office software
- General knowledge of office equipment (i.e. printer, copier, phone systems, etc.)
- Ability to type 40 words per minute
- Manage multiple tasks simultaneously
- Communicate effectively verbally, and in writing
- Maintain effective working relationships with other people
- Maintain confidentiality and professionalism at all times

RESPONSIBILITIES

- Perform tasks within Church Management Software including but not limited to creating profiles and forms, updating group and individual information, and recording equipping class attendance, etc.) In addition, develop queries and run reports for church staff.
- Assist pastoral staff and ministry staff as necessary with clerical, administrative or communication support.
- Help church members in carrying out church-related business, as needed (i.e. making photocopies for Sunday School teachers, reserving facilities for activities, etc.)
- Retrieve mail from the outside mailbox as well as deliver mail to the local post office.
- Serve as a primary point of contact for anyone who calls or visits the church office. Provide excellent customer service in answering questions or directing questions to the appropriate ministry department. Check church email account when covering in the office.
- Assist Usher Team Leader and Safety Team Leader with team communication and scheduling.
- Assist in adding church events to Event page and create registrations, as needed.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Perform related duties as required.

COMMUNITY IMPACT: The Administrative Assistant represents the church when greeting members and visitors on the church property, working with outside vendors, and answering the phone.