

Title: Administrative Assistant

Job Status: Part- time 20 hours a week Monday- Thursday 9:30 to 2:30/3:30

Reports to: Office Manager & Senior Pastor

General Summary:

The core duties and responsibilities of an Administrative Assistant revolve around supporting others. The Administrative Assistant is responsible for supporting the Senior Pastor, other staff and volunteers to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities. These duties include organizing meetings, greeting office visitors, and composing documents. These job duties can vary widely.

Principle Duties and Responsibilities:

Answering phone calls promptly and courteously, relay messages to appropriate persons

Greeting office visitors courteously and connect to others as needed.

Scheduling events and maintaining overall church calendar. Once an event is on the calendar, let all volunteers, staff know what is needed for this event. Handling forms, sign-ups for events.

Typing, correspondence, mailings

Newsletter- twice a month- printing, tabbing, and mailing said newsletter.

Typing and printing weekly bulletins.

Typing and printing bulletins for special occasions.

Schedule Altar Flowers each week and keep the Altar Flower Calendar

Working with Committees/Groups within the Church for calendars, reminders, how to set up, etc.

Send out Prayer Chain updates

Website/Marketing Roles:

- Updating the website.
- Putting out Facebook posts.
- Creating Flyers and publications for events.
- Facebook Posts

Attend weekly staff meetings.

Maintain high level of confidentiality.

Specific Knowledge, Skills, and Abilities Required:

- Excel Spreadsheet

- Microsoft Publisher
- Shelby Database
- Copier, Duplicator, Folder, Labeler, Addressograph, Tabber
- Ability to communicate vis social media
- Audio Duplicator
- Knowledge of Website program
- People skills
- Ability to work well within a team environment