## Job Description

**Job Title** Administrative Assistant

**Reports to** Senior Pastor

**Status** Full-time, Non-Exempt (hourly)

**Major areas of responsibility:**

1) Manage office correspondence

* Sort and distribute mail (personally addressed mail should be placed into boxes unopened)
* Answer phone calls, taking messages or forwarding calls to the appropriate person
* Check the general church email address regularly, forwarding messages to specific staff members as appropriate
* Respond to general requests for information about the church and its ministries
* Oversee general church mailings (typing, printing, addressing, posting)

2) Oversee bulletin production and printing

* Gather information to be included in the bulletin for each service (both Sunday morning and special services)
* Format and type information into preset bulletin template
* See that bulletins are photocopied for worship services
* Make sure printed bulletins are in a designated location to be distributed by ushers

3) Maintain master schedule for the church building

* Enter all regularly scheduled events onto a master schedule
* Receive and respond to requests to use the church for special events
* Notify appropriate personnel of special events (e.g. custodial staff)
* Publish a monthly calendar of events which includes all regular and special events

4) Monitor office supply and equipment needs

* Order office supplies as needed
* Call for copier and other equipment repair or maintenance work as needed

5) Other duties as assigned

* Be available to assist with unexpected administrative/office needs as they arise

### Key skills and abilities

1) Strong organizational skills

2) Understanding of and ability to use Microsoft Word, Excel, and Outlook

3) Ability to work with and relate to people of diverse backgrounds and needs

4) Ability to work in a serving role

5) Ability to handle confidential information with integrity

### Education and experience requirements

1. High school diploma
2. Two years additional education or experience as administrative assistant

**Requirements for all staff**

* Keep regularly scheduled office hours as agreed with supervisor
* Cooperate with other staff members
* Follow work rules and procedures
* Take direction from supervisor
* So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

**Physical requirements**

* Ability to sit for long periods of time and work at a computer