

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