JOB DESCRIPTION



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| **Job Title** | ***Administrative Assistant*** |
| **Reports to** | ***Pastor*** |

**Job Purpose**

The Administrative Assistant performs a variety of administrative and clerical tasks. Duties include providing support to our paid and unpaid staff, performing the church office responsibilities effectively and efficiently, utilizing effective communications, performing time management and task performance for daily office requirements and managing our church’s general administrative activities.

**Required Qualifications**

* 2+ years experience in general office or administrative services.
* Desire to be proactive and create a positive experience for others.
* Proficiency in Microsoft Word, PowerPoint, and Publisher.
* General knowledge of computer operations including a variety of software applications that provide experience in office operations such as management of databases, web pages, supplies purchasing, etc.
* Demonstrated skills in records/documentation organization.
* Demonstrated strength in interpersonal communications with all persons.
* Ability to analyze and revise operating practices to improve efficiency and effectiveness.
* Demonstrated excellent customer service.
* Demonstrated organizational skills and dedication to complete tasks in a timely manner.

**Preferred but not Required Qualifications**

* 5+ years experience in general office or administrative services; administrative assistance certification.
* Proficiency in Microsoft Excel.
* Demonstrated excellence in Required Qualifications.

**Duties and Responsibilities**

* Weekly Sunday Bulletin and Associated Slides
  + Complete the weekly worship service bulletin; distribute to worship leaders.
  + Complete the slides used for weekly worship service.
* Communications
  + Complete and distribute monthly Tower Signal newsletter.
  + Complete and make available weekly Sunday Signal newsletter.
  + Complete and distribute required “Chimp Mail” communications.
* Website
  + Manage content changes in the church’s website as needed or directed.
* Church Directory
  + Maintain church directory content.
  + Print copies as required.
* Calendar
  + Maintain on-line church calendar including all church events, building usage events, etc.
* Mail Management
  + Retrieve and send mail daily from Post Office.
  + Sort, distribute, and manage incoming mail.
  + Ensure postage is available for mailings.
* Invoices/Vouchers Processing Support
* Bills/Voucher Processing Assistance
  + R
  + assisting people with check Request forms and routing them to the proper people to be signed and submitted.
* Materials/Equipment Management
  + Maintain supplies effectively and within budget.
  + Maintain office equipment in clean working condition.
  + Maintain office and workroom in orderly condition.
* Building Use Support
  + Maintain inventory of facility keys and the associated users of those keys.
  + Distribute and receive building requests as directed by the Facility Director; forward completed forms to the Facility Director.
  + Forward requests for building maintenance, etc. to the Facility Director.
* Other duties as directed by the Pastor or requested from other staff (paid or unpaid).

**Working Hours & Renumeration**

* Hours assigned are 26 per week; 6.5 hours per day, 4 days per week. 8:00am-12:00pm and 1:00pm-3:30pm with an hour unpaid lunch.
* Any additional hours must be approved by the Pastor Prior to performance of overtime tasks.
* Hours will be recorded on a timecard weekly.
* Wages shall be paid once per month at an hourly rate.

**Personnel Issues or Special Needs**

* Position reports directly to the Pastor.
* See “Personnel Policies, Procedures & Practices Handbook” for more information.
* See Administrative Assistant book for details for performing duties.

**NOTE: This job description is not intended to describe all required activities but rather to outline the areas of responsibility.**

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| **Approved by:** |  |
| **Date approved:** |  |