

Administrative Assistant

Part-time, 24 - 28 hours / week

Ideal Schedule: Monday - Thursday, 9:00 am - 4:00 pm

General Description

The Administrative Assistant is responsible for the administrative support of pastoral staff, primarily in the areas of Worship, Communications, Missions, and First Impressions. Additionally, the Administrative Assistant acts as a first point of contact for guests entering the office, providing a warm and welcoming experience during office hours.

Key Responsibilities

- Administrative support of Worship Pastor and Communications & Missions Pastor.
- Maintain the Church Management Software by working with the Office Manager and administrative team to maintain efficient systems. Assist staff with use of the CMS and scheduling volunteers to support Sunday services.
- Assist the church staff with volunteer application and onboarding processes in the areas of Worship, Communications, and First Impressions.
- Assist the Communications & Missions Pastor in organizing Missions and Serve events, trips, and registration details.
- Participate in creating and executing a communication plan that supports our mission and vision, in the form of newsletter preparation, social media engagement, and other means under the direction of the Communications & Missions Pastor.
- Ensure that supplies needed for Sunday mornings (communion, baptism items, guest items, coffee) are stocked and ordered as needed.
- Create documents and materials for church staff as needed.
- Process attendance and first-time guest information, and initiate workflows.
- Function as a central point of contact for incoming information, prayer requests and congregational life events (births, deaths, illnesses, etc.) and communicate to church staff in a timely manner.
- Function as a "go to" person for all matters pertaining to the smooth operation of the church office (reordering of office supplies, ensuring the office is clean and orderly, etc.).
- Answer and respond to incoming calls and operator voicemails as needed, passing along to other staff when appropriate.
- Distribute regular mail daily.
- Perform other duties as assigned.

Education and Experience

The ideal candidate has a minimum of three years' experience as an executive/administrative assistant in a church or business environment. Possession of a high school degree with courses at a college or business school is required, bachelor's degree desired.

The successful individual will also possess a working knowledge of Microsoft Office (including Excel), church database (Planning Center Online), and other related applications. While experience in these applications is preferred, training can be provided.

Position Structure and Level

This position will directly report to the Office Manager.