



## **Administrative Assistant - Worship, Comm, First Impressions, and Groups**

### **General Description**

The Administrative Assistant is responsible for the administrative support of pastoral staff in the areas of worship, communications, first impressions, and groups. Additionally, the Administrative Assistant acts as a first point of contact for guests entering the office, providing a warm and welcoming experience.

Part-time, 24 hours/week.

### **Key Responsibilities**

- Oversee the Church Management Software, assisting staff with use of the CMS and scheduling volunteers to support Sunday services.
- Process first time guest information and initiate workflow.
- Maintaining the facility schedule, ensuring the facility director has the appropriate information for set-up of scheduled events. This includes being the point of contact for scheduling of weddings.
- Create documents and materials for church staff as needed.
- Lead the volunteer support team in the creation, preparation, and distribution of requested administrative tasks, when applicable.
- 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 incoming calls and direct calls as necessary.
- Manage and respond to 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. Some amount of team leadership experience is also a plus. 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, database, web, and other related applications.

### **Position Structure and Level**

This position will directly report to the Lead Pastor.