



Administrative Assistant

General Description

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

Part-time, 24-28 hours/week.

Key Responsibilities

- Administrative support of Kids Director, Student Pastor, and Communications & Missions Pastor.
- Oversee the church management software, assisting staff with its use, and scheduling volunteers to support Sunday services.
- 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.
- Oversee event registrations for the kids and student ministries.
- Assist with communications for the kids and student ministries by creating and preparing graphics, signage, promotional materials, and social media management.
- Oversee the kids and students volunteer application process, including background and reference checks.
- 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 Office Manager.