

Administrative Assistant Job Description

DESCRIPTION

This position is designed to support and foster the ministry of the church. The Administrative Assistant will work with the Pastor, the rest of the church staff, and the attenders of the church in order to address administrative needs that will spur on ministry.

NECESSARY CHARACTERISTICS AND SKILLS

- A growing walk with Jesus
- Proficient at Word Processing
- Proficient at Design using Microsoft Publisher and Canva
- Comfortable Learning New Technology when Training is Provided
- Capable of Multi-Tasking and Transitioning between Various Roles
- Comfortable Interacting with a Variety of People
- Confidential with Sensitive Information

EXAMPLES OF RESPONSIBILITIES

Document Preparation

- Collect announcements and information for bulletin and newsletter
- Design and print the bulletin for the worship service
- Design the promotional graphics for events and announcements
- Design the newsletter to the congregation
- Prepare the presentation slides for the worship service
- Develop and Maintain Visitor Information Packet (Ministry Info, Visitor Card, etc.)

Communication

- Inform the congregation of upcoming events
- Update the website using the content management system
 - Sermons uploaded weekly
 - Update website calendar and content
- Develop Social Media for the church
- Continually look for ways to enhance the communication

EXAMPLES OF RESPONSIBILITIES (continued)

Scheduling

- Maintain the overall church calendar
- Manage the reminder schedules for the various ministries and meetings
- Assist Staff in making needed preparations for future events

Information Management

- Maintain current information on our congregation
- Assist the Pastor and Connections Team in tracking new people
 - Enter Attendance from Sunday
 - Prepare and distribute Attendance Reports
- Digitally organize resources for the Pastor

HOURS AND SCHEDULE

- 9:00 am to 2:00 pm, Tuesday to Friday