

Position Description of Administrative Assistant

Job Description

The Administrative Assistant will provide office assistance that will enable the Pastor and Session to focus on their duties of equipping themselves and the congregation for ministry.

Under the supervision of the Pastor, the Church Administrative Assistant provides administrative support to the Pastor, the Session and such other activities of the church as are approved by Session.

Minimal Qualifications

The following qualifications must be demonstrated or documented by a person wishing to be considered for the position:

- Office Skills; Microsoft Office, filing, operation of office equipment
- Ability to use the internet; send and receive emails
- Ability to work with others; strong interpersonal skills
- Prior experience as Administrative Assistant or Secretary
- Willingness to learn additional skills (e.g. learning church software)
- Self-starter and ability to work independently

Specific Duties

- Be familiar with operation of all office equipment (including but not limited to current equipment at time of hiring) and computer software
- Answer the telephone in a friendly, professional manner; record telephone messages and in consultation with the Pastor or Church Administrator, pass messages to the appropriate persons
- Be responsible for the production of all printed material for worship and church communications (i.e. Weekly Adult and Children's Bulletins, Monthly Newsletters, Annual Reports)
- Provide support for the Pastor and Session by keeping and maintaining records of all meetings, coordinating all requests for the use of church building and grounds and maintaining the Church Program calendar
- Collaborate with the Church Administrator and Treasurer in entering data in the Servant Keeper church software
- Assist the Communications Committee and Pastor in updating the church website
- Receive mail and packages delivered to the church office
- Update skills and keep abreast of current developments, in church office management as appropriate

- Re-order church office supplies as necessary; schedule copier/printer service calls as necessary; schedule delivery of office supplies to coincide with office hours
- Maintain an orderly and clean office environment
- Notify Pastor and Church Administrator in advance when absence is necessary

Desirable Attributes

Spirituality- Have a spiritual base and projects a caring attitude

Discretion - Ability to handle confidential information and refrain from indiscriminately sharing Church and personal information

Dependability - Meet deadlines and available to work per job schedule

Communication - Communicate with the Pastor, Church Administrator, Treasurer, Session members, committee chairs and congregants in a positive and professional manner

Neatness -Reflect a professional image