

Administrative Assistant



JOB DESCRIPTION & DUTIES

Job Title: Administrative Assistant

Reports To: Pastor & Administrator

Position Status: Part-Time, Paid Hourly

Schedule: Tuesday – Friday; 9a – 3p

Rate: \$ /hour

OVERVIEW

The Church Administrative Assistant will be responsible for providing administrative support to the church staff and members. The successful candidate will have excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment. This individual will be the first point of contact for all persons coming on campus, and will need to provide a welcoming and helpful presence.

RESPONSIBILITIES

- Answer phone calls, emails, and other correspondence from all persons coming on campus or contacting the office.
- Maintain the church calendar and schedule appointments for the leadership team and other staff.
- Communicate mid-week updates to the leadership team and ministry leaders
- Prepare print materials for church events and programs.
- Manage the church's database of members and visitors, ensuring accurate and up-to-date information.
- Assist with the coordination of church events and activities, including scheduling volunteers and arranging logistics.
- Manage office supplies and equipment to ensure that all necessary items are stocked and in good working order.
- Perform general administrative duties, such as filing, copying, and organizing paperwork.
- Coordinate building opening schedules for staff and leadership team
- Maintain building access including keys, security codes, etc.
- Maintain visitor control for any lessee's during normal business hours
- Managing and updating pro-presenter and planning center service schedules for Sunday services

QUALIFICATIONS

- High school diploma or equivalent; associate or bachelor's degree preferred.
- 2+ years of administrative experience, preferably in a church or non-profit setting.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office, Google Suite, Planning Center Online.
- Knowledge of using ProPresenter and MailChimp is preferred.
- Familiar with using a Mac Computer
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Flexibility to work occasional evenings and weekends as needed.

PHYSICAL REQUIREMENTS

- Must be able to sit or stand for extended periods of time.
- Must be able to lift 25 pounds.
- Must be able to use a computer and other office equipment.

INCLUDED BENEFITS

- Option for IRA