

Administrative Assistant Job Description



Job Title: Administrative Assistant

Reports To: Pastor & Administrator

Position Status: Part-Time, Paid Hourly

Pay Rate: \$18/hour

OVERVIEW

The Administrative Assistant serves as a vital support to the pastors, staff, and congregation of Fellowship of Believers. This role ensures smooth day-to-day operations through strong organization, effective communication, and attention to detail. The ideal candidate is friendly, proactive, tech-savvy, and aligned with the mission and values of the church.

KEY RESPONSIBILITIES

COMMUNICATION & RECEPTION

- Serve as the first point of contact for the church: answer calls, monitor voicemail, and manage the main email inbox.
- Forward inquiries and messages to appropriate staff or ministries.
- Welcome visitors with warmth and professionalism.

ADMINISTRATIVE SUPPORT

- Maintain and update the church calendar (via Planning Center).
- Schedule appointments and meetings for staff as needed.
- Attend weekly stand-up meetings with the Administrator & Pastor to review checklists, events, and upcoming service details.

SUNDAY SERVICE & EVENT PREPARATION

- Create and print the weekly service plan (including roles for opening, transitions, and announcements).
- Prepare Sunday announcement cards and update ProPresenter slides using the sound booth MacBook.
- Oversee background check workflows and database profiles.

PLANNING CENTER MANAGEMENT

- Manage Church Database, Sunday Service Plans, Groups, and Event Registrations.
- Support ministry leaders with group setup, attendance, and communication.
- Ensure all information is current and accessible to staff and members.

COMMUNICATION & MARKETING

- Draft and send regular email communications through MailChimp.
- Support church-wide messaging and seasonal promotions with clear, engaging content.

OFFICE MANAGEMENT

- Maintain an organized office environment, managing snack, supplies, and equipment.
- Handle filing, copying, printing, and related clerical duties.

QUALIFICATIONS

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- Preferred 2+ years of administrative or clerical experience (church or nonprofit setting a plus).
- Excellent verbal, written, and interpersonal communication skills.
- Proficiency in Microsoft 365 and Planning Center Online.
- Familiarity with Mac computers, ProPresenter, and MailChimp preferred.
- Ability to maintain confidentiality and professionalism.
- Strong time management and multitasking skills.
- Willingness to work occasional evenings or weekends for special events.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and work at a computer for extended periods.
- Able to lift and carry up to 25 lbs.
- Comfortable using standard office equipment (computer, copier, shredder, slicer, etc).