

SHMC ADMINISTRATIVE ASSISTANT Position Description

Description of the Church Administrative Assistant

The Church Administrative Assistant serves under the direct supervision of the Senior Pastor, to manage all activities of the church office and perform administrative duties related to the church's operation. This is a part-time, 20-hour/week, position.

Qualifications of the Church Administrative Assistant

- Must be a professing Christian and hold an active membership with a local church.
- A minimum of three years work experience preferred.
- Must have strong communication, computer and organizational skills
 - Microsoft products to include Word and Excel.
 - Familiarity with social media such as FaceBook, Twitter, etc.
 - Ability to update websites
- Must be proficient in the use of standard office tools (ie. copy machine).
- The Church Administrative Assistant should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Must be able to maintain high levels of confidentiality related to materials, conversations, etc.
- Able to exercise discernment and wise judgment.
- Is a self-starter, good at multi-tasking and prioritizing projects.
- Able to work independently without supervision.
- Skills in bookkeeping are a plus, but not required.

Responsibilities of the Church Administrative Assistant

Communication

- Act as receptionist in making appointments and receiving visitors.
- Screen and route all incoming calls.
- Pick up, route and/or respond to voicemail messages.
- Check and respond to emails as soon as possible.
- As soon as information is received, send email notifications to all appropriate staff and volunteer leadership. This includes, but not limited to, deaths (when arrangements are known), hospitalizations, surgeries, outcome of surgeries, serious accidents, births, etc.
- Participant in staff meetings.
- Route incoming faxes to appropriate staff.

Documentation

- Distribute mail to appropriate personnel.
- Generate and prepare weekly bulletin.
 - Generate and prepare programs for special events.
- Update and maintain church calendar.
- In collaboration with the appropriate committees, prepare annual reports and directories for printing and distribution.
- Type correspondence and other items for Pastor(s).
- Prepare Church Council meeting packet and distribute to Council via email.

- Maintain file of correspondence and reports as directed.
- Send and receive all church membership letters.
- Maintain Church rosters and memberships, utilizing church software.
- Prepare documentation for facility rentals.
- Make reservations for use of church facilities.
- Maintain a current list of key holders and provide keys to personnel as needed. Collect keys upon departure.
- Accurately track church items on loan.

Financial

- Assist with bookkeeping duties as directed by the Treasurer.

Other Responsibilities

- Update church website as needed weekly/monthly.
- Develop and maintain a FaceBook page to be utilized as church communications tool.
- Set up meetings and other appointments for Pastor.
- Coordinate travel arrangements, when necessary.
- Purchase and maintain all office supplies.
- Train and work collaboratively with volunteer office help.
- Other duties as assigned.