

Job Title

Administrative Assistant

Purpose Statement

To lead people into discipleship of Jesus by providing key administrative support to the Senior Minister, staff, preschool director, and other leaders.

Reports to

Senior Minister

Responsibilities

- Oversees correspondence for the church office via mail, phone, email, and social media
- Manages multiple projects primarily related to: weekly deposits, accounts payable, publications, distribution of donor tax letters, money wires to mission efforts, benevolence requests, and ministry budget reports
- Maintains up-to-date records, supplies, registrations, subscriptions, equipment, building security, and vendor relationships
- Maintains calendars for facility usage, property maintenance, and events
- Assists all facility users with policies, procedures, and access
- Serves as primary contact for member inquiries and prayer requests
- Assists staff in planning and executing events
- Remains available to serve as needed
- Participates in staff meetings, development, and training
- Performs other duties as assigned by the Senior Minister

Work Schedule

Works 8 hours per day Monday–Thursday, flex schedule on Fridays and/or Sundays
40 hours/week

Profile

The Administrative Assistant should have a strong task-focused personality trait. He or she should also have strong organizational skills, a positive attitude, and a desire to serve others.

Other

Must be willing to sign the Staff Covenant