

Prince of Peace Church
Administrative Assistant Job Description

Description:

The Administrative Assistant is tasked with assisting the clergy with the administrative aspects of facilities, operations, and communications. This person will have excellent communication skills, an eye for detail, and demonstrative competency with administrative software. This person will be able to work independently and manage many moving parts. They will have a mind for healthy systems and will be able to assist the Rector (Senior Pastor) with implementing an effective organization.

Under the oversight of the Rector, the Administrative Assistant will:

Facilities

1. Oversee the janitorial and cleanliness of the building.
2. Oversees and maintains a record of key and alarm code holders.
3. Work with and coordinate with vendors such as AC company, security, Fire Marshal, irrigation system, grounds maintenance, etc.
4. Work closely with volunteers, maintain a record and maintenance history, playground, van, power tools, and other machinery.
5. Maintain facility use requests and oversee the scheduling of rooms for meetings and activities.

Operations

1. Maintain office hours of operations.
2. Manage office volunteers.
3. Manage office supplies and equipment.
4. Manage administrative technology (copier, phones, electronic road sign, etc.).
5. Manage administrative software (microsoft office, norton antivirus, etc.).
6. Manage administrative email accounts, voicemail, postage, etc.
7. Ensure that the church is in compliance with fire inspections and maintains all records.
8. Assist with the church database (Planning Center People), and work closely with the Bookkeeper for orderliness.
9. Oversees compiling and submission of Parish Report (To the ACNA).
10. Keep records of church insurance policy, annual meeting and vestry minutes, and other relevant records.

Communications

1. Assist with maintaining the website and app (Subsplash).
2. Create and distribute the weekly email newsletter (Mailchimp).

3. Maintain Google Calendar
4. Maintain and update social media accounts

Clergy Support

1. Maintain records of all background checks, diocesan required training, and other relevant records.
2. Maintain the “Blessing 47” volunteer calendar.
3. Assist Clergy with administrative aspects of Baptism, Funerals, Weddings, etc.
4. Will attend staff meetings.
5. Other duties as assigned by the Rector

This is a part-time position to be compensated at \$15 per hour, 20 hours a week.