

Purpose: The Administrative Assistant provides support for the administrative functions of the church, working with the church database and supporting ministry leaders with administrative tasks.

Reporting Relationship: The Administrative Assistant reports to the Executive Director and works most closely with the Executive Director, Communications Manager and ministry staff.

Responsibilities:

Database Management

- Be the super user for the church database. Make recommendations to better use the database to manage information about individuals involved in the ministries and missions of Liberty Corner Church, including increasing usage by the congregation
- Day-to-Day
 - Keep the database up to date for contact information
 - Add new individuals based on worship attendance or attendance at other events
 - Review active attendee list(s) to determine different classifications of people and whether any individual (i.e., anonymous visitors, regular attenders) needs to move from active to inactive, or be moved to a different classification
 - Provide rosters to ministry staff as requested
 - Create and maintain group rosters and distribution lists for mailing
 - Update information for individuals when individuals join the church, for baptisms, deaths or transfers
 - Ensure that the database and church register are in sync for membership changes
- Manage the weekly worship registration forms, setting up new forms and archiving the form following Sunday worship
- Create forms for events as requested

Covenant Partners (Members)

- Review and reconcile all applications for church membership, in conjunction with the Clerk of the Session, once the ECO number is assigned – if transferring membership to / from LCPC and another Presbyterian church, create dismissal / acceptance forms and contact sending / receiving church.

Communications

- Support Communication Manager as new requests for events are submitted
- Confirm availability of church for event requested, at present, considering COVID-related restrictions to in-person gatherings both inside the building and outside
- Enter approved events into the church calendar, for both events requested by congregation or someone in the community
- Confirm requested room set up and provide this to appropriate person
- As needed, print daily event calendars for posting around the building
- Schedule zoom calls as requested by staff and ministry leaders
- Send out congregation-wide notifications regarding death of congregation members and funeral details, in conjunction with the Pastors and Communication Manager

- As requested, run background checks for new staff employees and volunteers working with LCKs and Student Ministry
- Create new employee personnel files
- File employee paperwork as requested

Hospitality

- Establish and maintain an inventory of kitchen supplies and minimum levels before reordering supplies including flatware, containers, dishware, paper products, etc.
- Maintain and order communion supplies, coordinating with Deacons and ministry staff
- Establish and maintain an inventory of COVID- related supplies

Volunteer Receptionists

- Train/schedule volunteer receptionists
- Check incoming voice messages twice each workday and pass information to appropriate staff

Special Event Support

- Provide administrative and/or organizational support for special events and celebrations occurring in the life of the church, including funerals and weddings

Standards of Performance

The Administrative Assistant will be a source of support, assistance and encouragement to our faith community. The Administrative Assistant interacts with staff, volunteers and community members with a pleasant and personable attitude.

Qualifications

The Administrative Assistant must have:

- Knowledge of Microsoft Office Suite (including Publisher), and comfortable with learning other computer software applications
- Minimum 3 years' experience in office environment preferred.
- Excellent interpersonal skills, time management, prioritization and organization abilities, and strong team player
- Mature, responsible, flexible, and able to work independently on assigned tasks as well as with other members of the ministry staff.
- Experience in a church setting helpful but not mandatory; understanding mission and ministry of the church is essential.
- Ability to maintain confidentiality and use discretion at all times.