

Administrative Assistant Job Description

HOURS: Monday - Friday (salaried at 32 hours per week). Weekend hours may be required depending on church programs and events.

PURPOSE OF POSITION:

Primary function is to oversee all activities of the main church office and assist Pastoral staff. Position reports directly to the Lead Pastor.

QUALIFICATIONS:

- Minimum High School Diploma, additional education an asset
- Previous experience as an Administrative Assistant
- Proficient typist
- Strong computer skills and ability to learn new programs, and experience with Gmail, Adobe, MS Windows and MS Suite.
- Proficient in the use of standard office tools (phone, copier, etc.)
- Friendly and personable, with good communication skills
- Strong organizational skills
- Excellent command of English composition and punctuation
- Some accounting and bookkeeping experience an asset

JOB DUTIES INCLUDE:

- Basic organization of the church office and building
- Manage all church orders, including office supplies, pastoral books, etc.
- Process weekly offering deposit
- Manage church calendar and organization of all church bookings, including weddings and funerals
- Manage all letter mail and email correspondence
- Screen and direct all incoming calls
- Creation and distribution of weekly bulletin
- Maintain weekly order of service in Planning Centre
- Build weekly service in ProPresenter
- Manage basic functions of the church website and Facebook page
- Keep accurate records of church business with routine paper and online filing
- Prepare information and documents for monthly board meetings
- Prepare annual reports
- Prepare new member information packets and coordinate receptions
- Prepare visuals for sermons, announcements, etc., and manage promotion outside of Sunday announcements

- Coordinate travel arrangements for ministry trips
- Manage registration and fee payments for specific church events
- Keep Pastoral Staff and Elders informed of member hospitalizations, deaths, etc.
- Maintain and update all standard forms and ministry literature
- Prepare and maintain an Office Procedures & Reference Manual

OTHER GENERAL EXPECTATIONS:

- Should always be professional in attitude, appearance, work ethic, teachability, accountability
- Should be willing and able to work at a fast pace in a variety of settings and circumstances
- Should be flexible to assist where needed and be able to adapt to change
- Should be willing to work evenings and weekends as required
- Should be trustworthy and ever **conscious of the need for confidentiality**
- Should always exercise discernment and wise judgement
- Should be a person who gives attention to detail with an eye for excellence
- Should be a self-starter, good at multi-tasking, prioritizing projects, and willing to seek new information, training and resources as needed
- Should possess strong administrative skills and the ability to work independently without supervision