

ROCKY MOUNTAIN

ALLIANCE CHURCH

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"We Trust in Christ, Teach the Word, Grow as Family, Make, Mature & Multiply Disciples"



Administrative Assistant Job Description

POSITION TITLE: Administrative Assistant

REPORTS TO: Lead Pastor

POSITION TYPE: Full Time

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

PURPOSE OF POSITION:

The Administrative Assistant serves as the primary point of contact in the church office and provides essential administrative and communication support to the pastoral staff, ministry leaders, and congregation. This role supports the mission and vision of the church through effective organization, communication, and hospitality.

QUALIFICATIONS:

- A committed follower of Jesus Christ and supportive of the church's mission and values.
- Friendly, professional demeanor with strong interpersonal and communication skills.
- Proficient in Microsoft Office (Word, Excel, Publisher) and basic knowledge of database systems and church management software (or willing to learn).
- Highly organized, detail-oriented, and able to manage multiple tasks.
- Able to maintain confidentiality and exercise discretion and sound judgment.
- Previous office experience preferred; familiarity with church ministry is an asset.
- Proficient typist
- Strong computer skills and ability to learn new programs, and some experience with Gmail, Adobe Acrobat & Premiere Pro, MS Windows, MS Suite.
- Some experience and knowledge of accounting and bookkeeping an asset
- Some experience with graphic design and video editing an asset
- Strong organizational skills

KEY RESPONSIBILITIES:

1. Office Administration

- Maintain church office hours and serve as the first point of contact for visitors, phone calls, and emails.
- Manage church calendar, building use schedule, and appointments.
- Maintain organized filing systems (digital and physical) for church records, correspondence, and reports.
- Order and manage office and ministry supplies.

2. Communication

- Prepare and distribute weekly bulletins, newsletters, and emails.
- Update the church website, social media pages.
- Coordinate internal communication between pastors, staff, ministry teams, and volunteers.
- Maintain and update the church directory and mailing list.

3. Support for Ministry Staff

- Assist pastors and ministry leaders with printing, copying, and communication needs.
- Prepare materials for worship services, Bible studies, and special events.
- Work with pastors and worship leaders and build the weekly worship slides.
- Coordinate volunteers for office tasks, hospitality, and event support.
- Take and distribute minutes for staff or committee meetings (as requested).

4. Record Keeping and Reporting

- Maintain accurate records of attendance, membership, baptisms, and other vital statistics.
- Process weekly giving, incoming funds, and assist Bookkeeper.
- Assist with preparation of reports for church board meetings and denominational reporting.
- Handle incoming and outgoing mail and packages.