Church Administrative Assistant Job Description

To be a warm, welcoming, professional first contact for people entering the church during office hours and to perform a wide range of administrative and office support activities for the Head of Staff and committees to facilitate efficient operation. Adhere to appropriate office attire. Maintain office hours as determined between Head of Staff and employee.

Primary Responsibilities:

**Bulletins:**
- Worship, special services, memorial services, etc.

**Newsletter:**
- Compiling articles, proofing, organizing articles and images

**Building:**
- Managing and coordinating all building usage and rental space to in-house and outside groups. Scheduling and maintaining documentation for weddings, memorial services, inspections, and other necessary visits as needed.

**Communications:**
- E-blasts for weekly Midweek Matters and monthly newsletter, eblasts regarding any and all communications to the congregation including mailings to our homebound and those without online access.

**Web Site:**
- Updating bulletins weekly, or as needed, updating calendar events, and all other updates as needed.

**Office Equipment:**
- Coordinating maintenance of office equipment as needed.

**Office Supplies:**
- Maintaining and ordering of all office supplies.

**Records:**
- Work with the Clerk of Session in maintaining church rolls and membership information within our database and email manager and update church directory regularly.

**Committees:**
- Maintaining current list of Elders with committee assignments as provided by the Clerk, assisting committees with various administrative help (i.e., reports, statistics, mailings, annual reporting, and other documents) as needed.

**Other Admin:**
- Screening and routing calls, sort and distribute mail, being a resource of all kinds, proofreading, creating documents, booklets, reports, and other materials, doing various mailings, staff meeting communications, maintaining special offering materials, paying online bills and recording information into the financial software, as well as a continuous host of other tasks as they arise.

**Miscellaneous:**
- Letting people in the building as needed, troubleshooting email issues with members and a host of other duties as needed.

**Experience Needed:**
- Computer skills and knowledge of relevant software (Word, Publisher, Excel, Outlook, etc. and the willingness to learn the One Call system). Knowledge of standard office equipment. Knowledge of clerical and administrative procedures and system such as filing, record keeping and basic office management.

**Accountability:**
- Pastor and staff support committee.

**Hours:**
- 16/20 hours per week, Monday through Thursday.

**Salary:**
- $17 - $20 per hour (based on experience)

Please send resume and contact information to fergpres@gmail.com