

Job Description: Administrative Assistant

TITLE: Administrative Assistant

REPORTS TO: Lead Pastor/Director of Operations

HOURS: Monday – Thursday (32-40 hours per week), Weekend hours may also be required depending on church programs & events. Part time also available.

Compensation: Competitive hourly rate

PURPOSE OF POSITION:

Grace Community Church is seeking an Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include: providing support to Pastors and staff, performing a variety of customer service and clerical tasks, maintaining a hospitable environment for the office reception area, assisting in daily office needs and managing the church's general administrative activities.

QUALIFICATIONS:

- Must be a member in good standing
- College degree or 3+ years of equivalent work-related experience
- Strong written and verbal communication skills
- Strong computer skills (experience with Apple devices)
- Experience in the use of standard office equipment
- Excellent organizational skills
- Excellent command of English composition and punctuation
- Proven examples of being a self-starter, as well as excellence in multi-tasking and prioritizing projects.

PREFERRED:

- Previous administrative support experience

ADMINISTRATIVE DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Organization and maintenance of church and pastor calendars.
- Act as a point of contact for internal and external communications
- Manage, maintain, and update church databases, website, and social media
- Schedule and attend staff meetings
- Prepare information packets for classes and coordinate receptions
- Coordinate travel arrangements for speaking engagements/pastors' conferences/guest speakers
- Maintain and up-date all standard forms and ministry literature
- Purchase food and supplies for church events
- (Must be able to use personal vehicle to pick up supplies.)

- Coordinate scheduling for special church events

RECEPTIONIST DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintenance and organization of reception area
- Greet and provide hospitality to any visitors, guests, appointments, etc.
- Perform general office duties: check mail, email accounts, answer phones, schedule appointments, church requests, etc.
- Ordering and maintenance of office supplies and equipment
- Maintain office and ministry center cleanliness/supplies
- Maintain everyday cleanliness of break room/bathrooms
- Be able to lift 25 lbs. overhead

SUNDAYS

- Stock literature at the Information and Guest Tables
- Prepare any additional handouts/flyers
- Pick up Attendance Card and Connection Cards after service.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability
- Be teachable
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Be ever conscious of the need for confidentiality.
- Exercise discernment and wise judgment.
- Give extreme attention to details with an eye for excellence.
- Have a willingness to seek new information, training and resources as needed.
- Possess strong administrative skills and the ability to work independently without supervision.