

Administrative Assistant

Purpose: The role of the Administrative Assistant is to provide administrative support to the Sr. Pastor, staff and church at large and to recruit, equip and deploy volunteers in the administrative ministries.

Primary Roles and responsibilities:

1. Assistant to Senior Pastor

- Provide assistance to Sr. Pastor on requested tasks such as scheduling appointments, assistance with nominations, preparation of materials, addressing and mailing correspondence, maintaining prayer ministry pastor, and posting sermons
- Assist with nominations, charge conference materials and end of year reports

2. Assistant to Staff

- Provide assistance in preparation of printed materials and communications including Scoop, church wide, mailings and selected group emails, etc.
- Provide lists of worship guests for staff
- Order office supplies

3. Assistance to church at Large

- Recruit, coordinate, schedule and train office volunteers
- Prepare printed materials such as bulletins and brochures
- Keep church calendar and schedule of events and use of vehicles
- Oversee and keep up to date information on church's database by tracking attendance and updating personal history
- Process all information for Sunday information cards
- Sort mail and respond to emails and voicemail
- Serve as Membership Secretary
- Send Memorial acknowledgments
- Report Vital Signs online

General Work Schedule –

Monday - Thursday– 8:30-4:30

Full-time (qualifies for Health Insurance and Pensions)