**Administrative Assistant Job Description**

10/10/2022

**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, preparation of materials, addressing and mailing correspondence, maintaining prayer ministry for the 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 reports and data from Church Center
* Order office and janitorial supplies, books and curriculum
* Maintain the copier

**3. Assistance to church at Large**

* Serve as the Communications Hub and Monitor for Church-wide communications
* Recruit, coordinate, schedule and train office volunteers
* Prepare printed materials such as bulletins and brochures
* Keep church calendar and schedule of events
* Schedule and maintain use of facilities and vehicles
* Oversee and keep up to date information on church’s database by tracking attendance and updating personal history
* Sort mail and respond to emails and voicemail
* Serve as Membership Secretary
* Send out church emails and correspondence
* Send Memorial acknowledgments
* Report Vital Signs online

**General Work Schedule –**

Monday - Thursday– 9:00-4:00

Part-time