

## **Administrative Assistant & Communications Coordinator**

### **Overview:**

We're looking for an Administrative Assistant to support the ministry effectiveness of our Senior Pastor. The ideal candidate has experience in serving in an administrative role for a high-functioning leader. Because this position interfaces often with the church staff and the larger church body, the candidate must have a highly engaging and friendly personality. This person must also help the church communicate contextually within the congregation and to the broader community. The ideal candidate must also have an understanding of graphic design and social media communication and the unique challenges of using those platforms within a church context.

### **Responsibilities:**

- Fulfill the administrative needs of the Senior Pastor.
- Answer all incoming phone calls and emails during office hours. Work with volunteers to cover phones as needed.
- Serve as a 'gatekeeper' for the Senior Pastor while ensuring everyone with an inquiry is served in a friendly manner.
- Go to the post office each day the office is open to pickup and deliver mail.
- Setup meetings for the Senior Pastor when requested.
- Manage the church calendar, schedule, and signing out of church property.
- Maintain membership records (in accordance with the Book of Discipline).
- Prepare attendance reports for worship and Sunday school, including visitor information and special prayer requests.
- Prepare and send reminders for meetings.
- Relay messages to appropriate staff and volunteers.
- Coordinate prayer list and prayer chain.
- Prepare weekly bulletins and monthly newsletters in a timely fashion.
- Administer and update the church website and social media regularly.
- Create and manage signup sheets, leading the efforts to organize volunteers.
- Assist the Senior Pastor and committees in preparing Charge Conference and EZRA reports.
- Administrative support for other staff and committee chairpersons as time permits.
- Assists anyone who enters the church during office hours.

- Handle financial assistance for those in need, in consultation with the Senior Pastor and Finance Chairs. Keep accurate and detailed records.
- Keep office and supply room organized.
- Assist church treasurer as directed.
- Attend meetings as needed.
- Other duties as required.

**Requirements:**

- Have a caring attitude
- Must be detail oriented and have a keen sense of organization.
- Must have an engaging personality that can “speak the truth in love” when necessary.
- Must be a teachable self-starter with the ability to multi-task.
- Be accessible, responsive and flexible to handle the needs of the church.
- Must be a team player and be committed to the mission of the church.
- Have clerical, communication and computer skills. (Word, Excel, Powerpoint, Wordpress and various social media platforms.)
- Basic understanding of modern marketing and platform awareness.
- Demonstrate a high level of trust and ability to protect confidentiality.
- Must be efficient and have a high standard for quality work.
- Bachelor’s degree or equivalent experience.
- At least 3 years in an administrative role.
- Growing Christian faith and character.
- Must pass background check and/or drug screening.

**Reports to:**

- Senior Pastor (immediate supervisor)
- Staff Parish Relations Committee (SPRC)

**Job Status:**

- Part-time.
- 20-30 hours per week (Monday – Thursday 9-3).
- Salary commensurate on experience.
- Health insurance and Retirement plans available.