

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

ACCOUNTABILITY: The Administrative Assistant reports to the Church Moderator and the Pastor. This person must be in agreement with the church's Statement of Faith.

PURPOSE: To provide administrative services to the Church Moderator, Pastor and Church Council and to ensure the church office operates in an efficient manner. The first priority is to fulfill the administrative needs of the Pastor.

QUALIFICATIONS:

- A. Proficiency in Word, Excel and Outlook.
- B. Record keeping and filing skills.
- C. Ability to post information to the website when necessary.
- D. Proficiency in church bulletin and newsletter design.
- E. Office skills, including proofreading.

RESPONSIBILITIES

Administrative Support for the Pastor

- A. Compile, proofread and publish bulletin for all church services.
- B. Compile, proofread and publish monthly newsletter.
- C. Prepare correspondence.
- D. Open, date, sort and distribute mail.
- E. Perform background checks as needed.

Office Duties

- A. Act as receptionist for all church visitors.
- B. Distribute and date all invoices received to appropriate boards/committees.
- C. Maintain computer records of all pledges and donations.
- D. Prepare and mail pledge statements to members as requested by the Finance Board
- E. Act as liaison between boards, committees, outside organizations, Church Council and Church Treasurer.
- F. Maintain master church calendar.
- G. Order office supplies and other items approved by any boards or committees.

Record Keeping

- A. Maintain complete files for active and inactive members.
- B. Maintain permanent records of all births, deaths, baptisms and marriages.
- C. Maintain strict confidentiality of all church financial matters.

Congregational Support

- A. Compile and publish the church's annual report.
- B. Handle miscellaneous correspondence for other boards/committees on an as-needed basis, including advertising of events held at the church.
- C. Other projects as deemed necessary by the Pastor and Church Moderator.

BENEFITS

Paid Time Off (PTO) may be used for vacation, sick or holiday days. The Administrative Assistant is eligible for six (6) days per year. Paid Time Off should be requested in advance, in writing, and is subject to the approval of the Church Moderator. This time is non-accruable and carries no monetary value if it is not used.