

Job Title: Administrative Assistant

Reports to: Pastoral Staff & Church Leadership Team

Salary: DOE (Minimum starting amount \$18k)

Hours: 0.5 FTE (Compensatory time available per Senior Pastor)

Job Description: The Administrative Assistant will be responsible for managing the church office as well as support tasks for the pastoral staff and church volunteers. This individual will utilize organizational and technology skills to provide communication to church members and enable ministry teams to run efficiently.

Essential Responsibilities:

- Manage the church calendar
- Purchase and maintain office supplies and materials for various ministry teams
- Assist with organization and maintenance of key areas of the church building
- Participate in regular meetings with pastoral staff and volunteers
- Undergo additional training as determined by the pastoral staff
- Support ministry leaders as determined by the pastoral staff
- Assist with creation and distribution of promotional material for church events
- Provide support for unexpected events such as funerals or needs within the church body as determined by the pastoral staff
- Participate in an annual performance review conducted by pastoral staff and church leadership team

Required Qualifications:

- Demonstrates a growing faith in Jesus Christ and a desire to deepen biblical knowledge
- High integrity and ability to be self-motivated
- Trustworthy and hardworking
- Strong attention to detail and exceptional organizational skills
- Proficiency with technology and software including but not limited to Planning Center, MailChimp, and social media
- Willing to learn new skills and eager to accept constructive criticism
- Able to work with a wide variety of people and foster a loving and caring church culture
- Possesses a passion to grow administrative position to support the changing needs of a growing church
- Able to energetically contribute to a vibrant team of staff and volunteers
- Flexibility in weekly schedule to support church events such as weddings, funerals, baptisms, etc.