

## ADMINISTRATIVE ASSISTANT

Purpose: To assist the pastoral team and church treasurer with office responsibilities.

### Term:

1. One year renewable, paid position
2. Selected by the Leadership Group
3. Supervised by the pastoral team member with administrative oversight
4. Annual performance review with supervisor and chair of the congregation

### Tasks:

1. Keep regular hours in Assembly office, answering phone, opening and sorting mail and e-mail, responding to requests, ordering copier paper and supplies, etc.
2. Make copies, fill mailboxes, and do other preparation for Sunday morning.
3. Maintain computer files, paper files, and do computer backups.
4. Archive congregational records, meeting minutes, and Assemblylines annually.
5. Assist the church treasurer by assisting with Sunday offering count, completing weekly offering record-keeping tasks in AMC database & Quickbooks, receiving bills, preparing checks and payroll, filing documents, compiling month-end and year-end data and reports, etc.
6. Coordinate volunteer schedules for various Sunday morning tasks, recruit volunteers and prepare schedules, send weekly and monthly reminder emails, and coordinate small group tasks rotation.
7. Administer sign-up and arrangements for surprise lunches, Christmas Eve supper, Christmas breakfast, graduate breakfast, student lunches, and other congregational events.
8. Serve on building committee and provide clerical support for building coordination, maintain church calendar online, provide and track building keys, coordinate building work days, etc.
9. Provide building maintenance & support: take care of recycling & lost and found, maintain copier, office computer, and other building equipment and fixtures, etc.
10. Coordinate meetinghouse rentals: provide cleaning & logistical info, schedule events, serve as contact person for rentals (including giving walk-thrus/tours), arrange key pick-up & drop-off, etc.
11. Maintain phone list, email lists, membership records, photo directory, children's photo board, FoxPro database, AMC list serve & parent email lists, and update web content.
12. Prepare, edit, and send weekly congregational announcements document, the Assemblyline.
13. Provide logistical support and follow-up for selected meetings including Leadership Group (prepare LG documents, prepare LG binders, edit & post minutes) and congregational meetings (coordinate minute-takers and child care, prepare documents, edit & post minutes).
14. Provide clerical support for pastoral team: prepare annual statistical report, update bulletin boards, update handbook & other documents, create & proofread documents, assist with projects, run errands, purchase & order supplies, etc.
15. Maintain regular contact with Walnut Hill staff for building coordination and maintenance.
16. Assist with Christian Formation tasks: update Sunday school rosters, prepare & distribute safe church agreements, purchase snacks & update snack list & instructions, update 1<sup>st</sup> aid kits, purchase supplies, prepare documents (1<sup>st</sup> grade Bible bookmarks, Children in Worship bookmarks, curriculum calendars).
17. Meet regularly with supervisor to preview work ahead.

Qualifications:

1. Ability to anticipate administrative needs and take initiative in addressing them
2. Administrative experience and clerical skills
3. Computer skills; familiarity with or aptitude to learn Word, Excel, FoxPro & AMC Donate (our databases), QuickBooks, and Google drive and calendar
4. Ability to maintain confidentiality
5. Familiarity with the congregation and effective communication skills; regular Assembly participant preferred.

Time involved:

An average of 20-25 hours per week, including 15 scheduled hours in the Assembly office

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