

## **DETAILED MINISTRY DESCRIPTION**

**Title:** Administrative Assistant

**Purpose:** The church administrative assistant organizes the activities and functions of the church office, coordinates the flow of information to the pastoral staff, and provides clerical support services for the pastoral staff when needed.

**Responsible to:** Lead Pastor and/or Administrative Pastor

### **Required Skills:**

1. Good “people” skills for relating to pastoral staff, extended church staff, volunteers, church members, and the general public.
2. Should be an active member of the Adventist Community Church.
3. Other office skills needed (but not limited to):
  - a. Ability to understand and communicate clearly in the English language.
  - b. Able to perform services independently and without direct supervision.
  - c. Basic knowledge of church governmental structure.
  - d. Basic understanding of office organization, operations, and equipment.
  - e. Basic understanding of computer applications: such as word processing, page layout software, presentation software, and data management (or the ability to learn).
  - f. Good communication and organizational skills.
  - g. Organizational and administrative skills to manage volunteers and other workers.
  - h. Project Management
  - i. Skills to create and maintain record-keeping and filing systems.

### **Description of duties:**

1. Answer questions and provide information concerning church functions and activities.
2. Attend weekly staff meeting with the pastoral staff.
3. Ensure a pleasing office atmosphere for visitors, church members, and staff members.
4. Establish and maintain files and records for pastoral staff.
5. Find, train, and manage volunteers to assist with office projects as needed.
6. Greet office visitors and answer church telephone with a positive attitude and a smile.
7. Inventory, order, and restock office supplies.
8. Maintain a current list of people who have received background checks to work with the children or finances of the church.
9. Maintain general church calendar.
10. Maintain up-to-date policy book electronically and in hard copy.
11. Manage the distribution of keys for church access according to policy.
12. Operate a personal computer and related equipment (such as printer and scanner).
13. Operate other office equipment, including photocopier, fax machine, folding machine.
14. Organize and manage the day-to-day activities of the church office and ensure the efficiency of the office’s operations.
15. Oversee office layout and arrangement and purchases of office furniture and equipment.

16. Perform research and special projects as assigned.
17. Prepare and send out notices for meetings, and prepare agenda items and materials.
18. Prepare reports, correspondence, bulletins, church newsletters, and other forms with accuracy and attention to detail.
19. Provide clerical and secretarial support for pastoral staff.
20. Serve as Church Clerk.
21. Take messages, direct callers to voice mail, or refer callers to appropriate pastor or staff member (or lay leader) in various areas of ministry.
22. Utilize software for word processing, database management, spreadsheets, project management and presentations.

**Time/Salary:**

1. 19± hours per week. Schedule to be established with the Lead Pastor and/or Administrative Pastor.
2. Hourly pay scale: \$13.50/hour or greater.

**Term:** This position is for an “at-will employee.”

**Benefits to the Worker:** The office manager has the opportunity to be deeply involved in the ministry of the church and its outreach to the community; opportunity to get to know the members of the congregation better; help give a positive first impression of the church; assist the pastoral staff in performing their ministries efficiently and effectively.