

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for providing professional administrative support for the pastoral staff, coordinating the assimilation process of church visitors and Business Administrative tasks.

Ministry Area/Department	General staff/Administration
Position:	Administrative Assistant
Accountable to:	Pastor
Position is:	Paid Staff
Position May Be Filled By:	Church Member
Minimum Maturity Level:	Stable, Maturing Christian
Spiritual Gifts:	Administration, Serving, Hospitality
Talents or Abilities Desired:	Experience in secretarial and administrative tasks.
	Computer literate; Good organizational skills and the ability to work independently. Detail oriented; Abilities in both written and verbal communication; Creativity; be flexible.
Best Personality Trait:	Dependable, Discreet, Friendly, Professional, Neat
Passion for:	Providing administrative support to church pastor and leadership teams. Connecting people to Christ and His Church and meeting needs within the Church family.
Length of Service Commitment:	Two years minimum

ANTICIPATED TIME COMMITMENTS:

Doing ministry/preparing for ministry:	24 hours per week
Benefits:	4 paid holidays + 2 paid floating holidays.
Hours:	8:30 am-1:30 pm (includes 15 min. paid break, optional unpaid, 30-minute lunch break); flexible hours as approved
Days:	M-F (Friday being 8:30am-12:30pm) — once again flexible so long as prior approval from Pastor.

PAY RATE:

To be set by Local Board of Administration.

RESPONSIBILITIES/DUTIES:

- Primary responsibility is to be the conduit of communication for our church — especially between the congregants/guests and the Pastor.
- Serve as office Receptionist
- Compose, transcribe and proof publicity correspondence and communications for staff and our local congregation i.e.: bulletins, e-mails, mailings, newspaper ads, newsletter and ongoing correspondence.
- Maintain a master calendar of events and facility use to include baptisms, funerals, showers, weddings and other special events.
- Gather data from the Greeter/Usher Ministry, and communicate as needed to Pastor.
- Welcome Center — see that materials are created and updated to reflect NPWC ministries to visitors.
- Response Card Data — Review information from weekend attendance books. Make appropriate contacts and provide follow-up as needed.
- Coordinate Class 101-401 Schedule. Monitor Participant Progress.

- Help with connecting new members to small groups.
- Order office supplies in accordance with budgetary allotment.
- Maintain a professional rapport with vendors as well as overseeing the routine maintenance of office equipment.
- Maintain records keeping for the following: Births, Baptisms/Dedications, Deaths, Marriages, etc.
- Oversee/delegate tasks to administrative volunteers.
- Maintain bulletin boards.
- Manage church website and Facebook account.