

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.

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| 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:

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| 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.