

**Position Description**  
**Part-Time Administrative Assistant**

Title:

Administrative Assistant

Reporting Structure:

The Church Administrative Assistant reports to Laurel Carr, Marianna Kilbride, and Kibbie Laird

Work Schedule:

The Church Administrative Assistant role is a part-time position working 25 hours per week.

Overall Scope of the Role:

The Church Administrative Assistant provides The Acting Associate Minister of Children, Director of Missions and Outreach and the Director of Communications.

Specific Responsibilities:

1. Provide administrative support.

- Answer phone calls, check messages and respond when appropriate.
- Review emails as appropriate, assist with responses as appropriate
- Coordinate office projects, maintain and update mailing lists, church e-mail files, photocopying, mailings, filing and distribution of church communications as appropriate.
- Assist with weekly bulletin preparation and printing.
- Assist with proofreading of letters, weekly emails, monthly newsletters and other printed and online materials.
- Order books and materials and supplies as needed for classes, groups, presentations, and meetings.
- Assist with and maintain church wide calendar as instructed.
- Help maintain and update church bulletin boards as requested.
- Assist with ongoing Mission and Outreach projects; general administrative support, meeting and event set up, general correspondence and follow up with organizations.
- Keep Member Records, online and printed version, updating weddings, deaths, baptism, and membership information. Log all deaths, memorial services, and interments.
- Provide administrative support for weekly flower delivery needs with deacons/flower ministry, assist with the planning and implementation of Christmas and Easter deliveries.
- Provide administrative support for Pastoral Care ministries: Support Prayer Shawl Ministry with attendance records, maintain history of recipients, keep shawls ready for presentation. Provide support as required for Prayer Chain ministry, card ministry, transportation ministry.
- Attend weekly staff meeting and other meetings as required by managers.

Qualifications:

- Excellent writing, editing and verbal communication skills, highly collaborative and solid experience with Microsoft Office Suite.