



## **ADMINISTRATIVE ASSISTANT**

**Classification:** Permanent; 30 Hours / Week

**Educational Requirements:** High School Diploma / Equivalent

**Employee:** Vacant

**Team Leader:** Operations Director

**Duty / Responsibility:** Office Administration

**Percent:** 50 **Frequency:** Daily

### Tasks Involved

- Direct telephone calls, visitors, emails to appropriate staff
- Maintain awareness of staff schedules, locations, and availability
- Grasp understanding of church schedules, events, and member information
- Prepare and distribute mailings from church staff and groups
- Manage office phone system and copier / printer system
- Maintain and restock office supply inventory
- Assist staff with office tasks such as copying, prepping, distributing, etc. when available
- Maintain church calendars, groups, attendance, events, etc. accordingly
- Facilitate background check system
- Assist Operations Director with financial transaction processing

**Duty / Responsibility:** Organizational Communication

**Percent:** 50 **Frequency:** Daily

### Tasks Involved

- Distribute weekly pastor e-mail
- Update website information as needed
- Facilitate and monitor all social media contacts
- Prepare, print and record weekly connect cards
- Prepare monthly announcement sheet
- Coordinate all corporate communications including announcements, media screens, posters, etc