

# Church Administrative Assistant Job Description

**HOURS:** Monday – Friday, 9:00 AM — 5:00 PM

(Salaried Position – 40 hours per week) Weekend hours may also be required depending on church programs and events.

## **QUALIFICATIONS:**

1. Must be a believer and represent not only PBC, but Jesus Christ Himself and demonstrate a real love and concern for all people.
2. College graduate or equivalent work-related experience
3. Minimum of five years experience as an Administrative Assistant
4. Minimum typing 65 WPM with accuracy and transcribing experience
5. Strong computer skills are imperative (MS Windows, Word, Excel, Publisher, Access, PowerPoint, Outlook, iMac, Pages)
6. Proficiency in the use of standard office tools (copy machine, folding machine, etc.)
7. Strong organizational skills
8. Have excellent command of English composition and punctuation.
9. Must possess good telephone and communication skills.
10. Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.

## **PURPOSE OF POSITION:**

Primary function is to oversee all activities of the main church office. The position is to provide a welcoming, confidential, and positive environment for all visitors of the church during office hours. Additionally provide support for all activities of the church as well as support services for the Pastoral Staff and Church Committees.

The Administrative Assistant will work under the direct supervision of the Senior Pastor. Requests for time off or for special needs should be discussed in advance with the Senior Pastor. The Administrative Assistant may be assigned additional duties as directed by the Senior Pastor.

## **JOB DUITES INCLUDE, BUT ARE NO T LIMITED TO:**

1. Maintenance and organization of Office, reception area and office kitchen.
2. Ordering and maintenance of office supplies and equipment.
3. Organization and maintenance of church calendar (and pastor/director/manager calendar).
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Screening and routing all incoming calls.
6. Answer mail – correspondence (writing letters), phone calls, etc.
7. Check email and respond.
8. Coordinate scheduling for weddings and baptisms and funerals. Prepare, proof, and print any items needed for funerals, weddings, and special church events.
9. Prepare, proof, print, fold and disburse (paper and electronic) weekly bulletins and monthly newsletters.
10. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.) Report membership changes to the Membership Clerk.
11. Process baby dedication requests and prepare baby dedication certificates.
12. Prepare reports, i.e. financial, Sunday School (Connect Groups), etc.
13. Attend weekly staff meetings and record minutes.
14. Routine filing of paperwork.
15. Prepare discipleship class materials, Attendance sheets, coordinate/order/set up food as needed.
16. Coordinate travel arrangements for speaking engagements.
17. Set up counseling meetings and other appointments as needed.
18. Maintain and promote sing-up sheets for various church events.
19. Notify all Pastoral Staff of member hospitalizations, deaths, etc.
20. Generate flyers, posters and banners to promote church events.
21. Route incoming messages to appropriate staff or committee chairs.
22. Maintain and up-date all standard forms and ministry literature.

23. Maintain petty cash with accurate records and receipts.
24. Process bi-monthly payroll.
25. Make sure quarterly payroll reports are completed and submitted.
26. Pay all incoming invoices.
27. Keep ACS accounting and bookkeeping current.
28. Photocopy documents and assemble as needed.
29. Schedule the use of campus buildings and gather required documentation and payment for such use.
30. Prepare and maintain an Office Procedures and Reference Manual.
31. Maintain a church database.
32. Forward current information to webmaster for [www.connect2pbc.com](http://www.connect2pbc.com).

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be willing to travel occasionally as the need arises.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be good at multi-tasking and prioritizing projects.
- Should be self-motivated and able to work independently without supervision.
- Should possess strong administrative skills and the ability to work independently without supervision.
- Should avoid personal phone use during work hours except in cases of family emergency.