



JOB DESCRIPTION

JOB TITLE: Administrative Assistant	APPROVAL DATE: May, 2025
HOURS: Approximately 15 hours per week	SALARY: 2025 Budget BENEFITS: None
DEPARTMENT/COMMITTEE: Office / None	REPORTS TO: Personnel Committee
DIRECT/INDIRECT REPORTS: None	
PARTNERS WITH: Sr. Pastor, Director of Youth Ministry, and other staff and committee chair persons.	
POSITION SUMMARY: Provide coordination of office activities including maintenance of weekly bulletin, monthly update, petty cash, main church calendar, and assistance of staff and committee chair persons office needs as applicable.	
ACCOUNTABILITIES: Personal: <ul style="list-style-type: none">• A believer in and a disciple of the Lord Jesus Christ, and a member in good standing of a fellowship of believers. Personnel Committee: <ul style="list-style-type: none">• Annual self-assessment, job description review and performance review Office: <ul style="list-style-type: none">• Main source of communication between members, staff, visitors, committees, etc.• Maintain phone and e-mail support for church inquiries and direct calls, including notifications on messages or announcements to members as needed• Maintain and post weekly in office hours• Maintain online presence; website, Facebook, etc.• Maintain prayer chain e-mail list and send out bi-weekly communications• Maintain petty cash account and reconcile monthly• Develop and maintain weekly church bulletin• Assemble monthly reports for Consistory meetings as needed• Assemble monthly reports for Elders and/or Deacons meetings as needed• Maintain or assist in maintaining church directory, brochures, packets, bulletin boards, etc.• Assist in maintaining church membership roll and files as applicable• Assist in maintaining church committee files and histories as applicable• Sort and distribute daily mail• Maintain office supplies as needed• Maintain list of qualified vendors for any office equipment needs and maintenance• Attend weekly staff meeting and partner with Senior Pastor, and other staff members for sharing of ideas	
QUALIFICATIONS: Education: High school diploma and/or higher level education <ul style="list-style-type: none">• Continuing education and/or training in office management or administration is preferred Job Experience: 1-3 years <ul style="list-style-type: none">• Background check is required• Strong interpersonal, verbal and written communication skills are required• Computer system knowledge is required	
PHYSICAL AND TRAVEL REQUIREMENTS: Limited lifting required. No travel expected.	

The job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not necessarily be construed as a detailed description of all of the work requirements that may be inherent in the job.