

# St. Peter and St. Paul United Church of Christ Job Description

## Church Administrative Assistant

**General Description:** The Administrative Assistant is often the first person visitors and newcomers come across at the church, whether by phone or in person, and is essential to the church's public image and outreach. The successful candidate must possess a positive attitude, discretion, strong problem-solving abilities, and excellent interpersonal skills.

This person must work in the church office Monday through Friday from 10:00a.m. to 3:00p.m., which is 25 hours per week with a half hour for lunch. This person serves as administrative support for the pastoral staff. They also support, in a limited capacity, other church staff and volunteers within the church and which is more clearly defined below.

**Skills and qualifications:** The employee must meet the following minimum standards:

- Must be at least 21 years old
- Must have strong organizational skills; be a self-starter and work independently with minimal supervision
- Must have a minimum of five years' experience as an Administrative Assistant
- Must possess strong computer skills including the use of MS Windows, Word, Excel, Access, PowerPoint, Outlook, Gmail, and the Internet. Fast and accurate typing skills are required
- Must be proficient in desktop publishing programs
- Must be proficient in the use of standard office equipment
- Must have an excellent command of the English language, including basic composition, grammar, and punctuation
- Assist in maintaining the church's website
- Must pass a background check

### **MAJOR DUTIES:**

#### **Daily Duties:**

- Answer phone, take messages, respond to voice mail, and respond to email
- Screen and receive visitors
- Distribute mail to Pastor, staff, boards, and committees. Answer mail as directed by Pastor
- Prepare correspondence, reports, agendas, and certificates as requested by the Pastor and the Council President
- Keep the church calendar current
- Prepare and collect articles for the church newsletter

#### Weekly Duties:

- Prepare weekly bulletins, which may include announcements and flyers
- Provide support to the Choir Director by making copies of hymns for choir use
- Record Sunday attendance in the Attendance Database program and provide reports as requested
- Maintain flower calendar and weekly ordering from the florist
- Write and send letters to our shut-ins/homebound

#### Monthly Duties:

- Update the Church Membership directory, making copies for members who might need it

#### Annual Duties:

- Type and prepare reports for the annual congregational meeting
- Keep accurate records of special offerings and prepare donation records for Church and Ministry and the bulletin

#### As needed:

- Prepare bulletins for memorial services and funerals
- Upkeep and maintenance of office equipment
- Order of office supplies
- Order non-office supplies for other church staff members, departments, and committees as requested
- Work with Pastor, staff, boards/committees on various projects

#### **Supervision:**

The Senior Pastor of the Church is the daily-immediate supervisor for this employee and as such is responsible for workload balancing and prioritization for requests from members, department personnel, and requests for assistance outside of the church. The Pastor together with the Personnel Committee is responsible for the completion of the annual performance appraisal.

#### **Expectations:**

The Office Manager must maintain the strictest confidence about matters concerning the church and its members. They must not reveal any information about the life of the church or any individuals. They will not permit the use of any individual records or minutes of meetings unless authorized by Church Council. The Office Manager must adhere to all personnel policies and procedures presented by the personnel department