

Administrative Assistant

Job Responsibilities:

- Ability to maintain accurate and current membership records using church management software. Maintain hard copy membership records where appropriate.
- Ability to receive monies, handle deposits & maintain member's financial records.
- Ability to maintain accurate records of the functions of the congregation including the Congregation Council, Annual Meeting, Constitution, and terms of leadership for Ministries & Committees, etc.
- Ability to maintain and place repair orders for office equipment and supplies, and work directly with IT support consultant.
- Maintain church calendar and schedule events
- Ability to respond positively/cheerfully/professionally to phone calls and email communications and welcome and direct office visitors.
- Provide communication to members including weekly prayer letters, sympathy cards as needed, and annual letters as needed by staff and committees.

Miscellaneous Duties and Responsibilities:

- Attend weekly staff meetings including leading devotions in the rotation
- Other duties as assigned

Desired skills and abilities:

- Excellent verbal, writing and editing skills
- High level of professionalism and ability to uphold confidentiality of sensitive information
- High attention to detail
- Have a good aptitude for numbers
- Proficiency in Microsoft Office Suite: Word, Excel and Outlook. Knowledge of PowerPoint and Publisher helpful.
- Willingness to learn the use of church management software
- Ability to manage website
- Able to work proactively with minimal guidance and in a team environment
- Ability to prioritize tasks and complete them in a timely manner
- Willingness to learn and grow