



## **Job Description: Administrative Assistant**

*The Administrative Assistant will be an assistant for the church staff to achieve the goals of LedgeRock Community Church.*

### **Personal Qualifications:**

For fruitful work it is essential that the Administrative Assistant have the following qualifications:

1. Love Jesus Christ and exhibit Christ like characteristics such as humility, integrity, honesty, and purity
2. Be a team player and willingness to work closely with the senior pastor, leaders, and other staff
3. Be flexible, cheerful, patient
4. Ability to meet people comfortably and confidently
5. Be organized, competent, efficient, creative
6. Willingness to learn new technology as need arises
7. Ability to multi-task
8. Writing and editing ability, possess proficiency in grammar, usage and style
9. Able to safeguard confidential material

*Essential duties and responsibilities include the following. Other duties may be assigned.*

### **Reception Responsibilities**

1. Greet visitors, providing assistance whenever possible
2. Answer the telephone cordially, providing assistance whenever possible
3. Handle miscellaneous details (unscheduled, unspecified, unexpected as assigned by the Pastor)

## **Secretarial Responsibilities**

1. Handle all church mail, including pick-up, drop-off, opening, distribution, and responding as appropriate
2. Gather weekly bulletin information
3. Mail bulletins to shut-ins
4. Send out welcome letters to visitors
5. Maintain schedule lists for teams (ushers, communion serving, welcome teams, serving groups, security)
6. Assist the senior pastor in contacting of ministry and leadership meetings
7. Arrange and organize material for Sunday distribution and placed where appropriate
8. Keep office organized/neat
9. Keep church calendar up-to-date
10. Prepare certificates for baptisms and ordinations
11. Direct people to the correct resources (prayer requests, ministry needs, etc)
12. Keep pastor and other staff informed of member's needs such as death, illness, or other crises.

## **Managerial Responsibilities**

1. Schedule and maintain use of facilities
2. Maintain the Mailbox slots -- update labels as needed
3. Keep an inventory of and order supplies for office and staff
4. Supervise the maintenance of church office equipment in consultation with the trustees
5. Take initiative in problem solving

## **Media Responsibilities**

1. Design and prepare public relations pieces (mailers and fliers)
2. Maintain online Church Directory

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and responsibilities are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Proficiency in Microsoft Office is necessary.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to lift boxes of paper around 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Position Supervision:**

The Administrative Assistant will be under the direct supervision of the senior pastor. A three month performance review will be conducted to evaluate compatibility. A yearly job review and performance appraisal will be administered by the senior pastor. The desire is that a good, team oriented working arrangement will be expressed between the pastor and administrative assistant, under the guidance and encouragement of the Spiritual Oversight Team.

**Hours:** Ten hours a week, preferably Monday, Thursday, and Friday with Thursday afternoon being expected.