

POSITION: **Administrative Assistant**

RESPONSIBLE TO: Senior Pastor

POSITION SUMMARY:

The purpose of the Administrative Assistant is to serve as the “front door face” of West Side, support the day-to-day functions of the office, and perform regular database management. This position is also responsible for communicating internally and externally the ministries of the church.

RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

1. Receive calls and serve as the first point of contact and reference for visitors and members.
2. Assure reminders and notifications are communicated clearly and efficiently to the congregation on a routine basis or as needed.
3. Maintain membership status records, baptisms, and other family-related information.
4. Coordinate usage of facilities and scheduling of the church and UC reservations.
5. Update, publicize, and manage calendars.
6. Create content for the website, social media, worship services (slides), and church publications (brochures, newsletter, inserts, bulletins, etc.).
7. Market & publicize outreach events to the community.
8. Market & publicize church/church group events to members.
9. Work with ministers, staff, and church groups to effectively communicate their goals, market their events, and maintain their visibility to church members.
10. Maintain an updated prayer list, following up as needed, to assure most current information is published and available to the ministry staff, deacons, and congregation.
11. Assist Deacons by updating family assignments, maintaining deacon board, and providing information needed for monthly deacon meetings or as requested.
12. Maintain approved updates to the church bylaws, organizational structure, and policies and procedures of the operations manual.
13. Organize and maintain photos and videos provided by ministry groups for historical reference.
14. Publicize sermon videos on social media and our website.

Note: This job description will be reviewed and/or revised as needed by the Senior Pastor annually to reflect changes in responsibilities.

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15. Support Adult Discipleship and Sunday School classes by providing weekly attendance rosters and assuring curriculum is available and distributed on a quarterly basis.
 16. Assure offering envelopes for members are ordered quarterly with latest mailing address updates.
 17. Monitor office and printer needs and assure adequate supplies are maintained.
 18. Assure documents are printed and organized for meetings: Business, Church Council, Leadership, and other special-called meetings.
 19. Enlist, train, and schedule office volunteers to assist in the front office as needed.
 20. Assist with special projects and perform other duties as assigned by the Senior Pastor.

SUPERVISION AND COMPENSATION:

1. Responsible to the Senior Pastor, or in the absence of a Senior Pastor, the Personnel Group.
2. This is a permanent part-time position based on 24-28 hours per week.
3. Work schedule is negotiable within the following parameters: *Monday – Thursday from 9 a.m. to 3 p.m. OR Tuesday – Thursday from 8:30 a.m. – 4:30 p.m.*
4. Salary to be recommended by the Personnel Group based on experience and qualifications.
5. Benefits provided as listed in personnel policies for permanent part-time employees.

QUALIFICATIONS:

1. Graduate of a four year college or associates program with a strong history of experience in administrative and communications management.
2. Advanced computer skills with experience in Microsoft Office, Google Suite, and data management programs.
3. Excellent organizational skills and the ability to work independently and prioritize tasks
4. Knowledge and understanding of social media and basic website maintenance.
5. Ability and willingness to learn new applications.