

## **Administrative Assistant**

**Position Title and Type:** Administrative Assistant – hourly position

**Department:** Administrative staff

**Reports to:** Senior Pastor

**Position Description:** The Administrative Assistant provides effective and efficient administrative services to the Church staff and to Church boards and ministries. Specific responsibilities include, but are not limited to, the following:

- **Communication:** receive and direct phone calls to Church staff or to their voice-mailboxes; respond to email; assemble, print, and distribute the weekly bulletin, monthly newsletter, brochures, annual reports, board and ministry meeting minutes, and other publications and correspondence as requested; maintain church bulletin boards.
- **Coordination:** maintain an accurate and up-to-date master Church calendar of events and facility usage through contacts with the Church staff, board and ministry leaders, and the public; oversee the disbursement and retrieval of Church door keys in coordination with Trustees.
- **Office:** accomplish given tasks in a timely, appropriate manner, seeking help when needed; receive and respond to visitors to the office including pastoral and staff appointments, ministry volunteers, congregation members and vendors.
- **Supplies/equipment:** maintain an inventory of office and kitchen supplies; place orders as needed or requested, arrange for service and repair of Church equipment, as needed.
- **Record keeping:** utilize and develop databases for boards and ministries; maintain records of membership, baptisms, weddings, and funerals; prepare for, participate in, and take notes for staff meetings, then distribute them to attendees.
- **Scheduling:** set up meetings for the Senior Pastor and other Church staff, make travel arrangements, and carry out special projects as requested by the Senior Pastor.

### **Required Qualifications:**

- One to three years educational and/or previous experience as an administrative assistant.
- Proficient in the application of Microsoft Office.
- Self-motivated and able to work independently, as well as part of a team.
- Is able to keep confidences in matters of a sensitive or private nature.

### **Preferred Qualifications:**

- Working knowledge of in the area of graphic design, social media and web content management is desired.
- Candidate should possess good communication skills. Effective communications with Church Staff, Church Boards and Ministries Chairpersons and Church membership will be necessary.

### **How to Apply for this Position:**

- Interested applicants should email their resume to: [egccstaffsearch@gmail.com](mailto:egccstaffsearch@gmail.com)