

Church Administrative Assistant

Position Title and Type: Church Administrative Assistant – (*the Admin*)

- This position is primarily Administrative but includes ministry opportunities both among church members and with community contacts. We are seeking someone who will manage the office with a heart for ministering to people out of a relationship with Christ.

Reports to: Senior Pastor

Consults with:

- Church staff
- Church Elders & Trustees
- Chairpersons of boards and ministries
- Other Church attendees, as needed

Overall Responsibility: 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 and the staff and pass on messages as appropriate; 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/passcode in coordination with Trustees.
- **Office:** accomplish given tasks in a timely, appropriate manner, seeking guidance 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.
- **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:** Aid the Senior Pastor and staff in coordinating schedules and ministry commitments. Carry out special projects as requested by the Senior Pastor.

Qualifications:

- We seek a candidate who has personal faith in Jesus Christ, shares in the core beliefs of EGCC and is a practicing Christian who will minister to individuals out of that faith foundation. It is not a requirement to be a member of EGCC, however we seek a candidate who would work to promote the health and mission of EGCC as they do their day-to-day work in the office.
- One to three years educational and/or previous experience as an administrative assistant.
- Proficient in the application of Microsoft Office. Working knowledge of in the area of graphic design, social media and web content management is desired.
- 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.
- Candidate should possess good communication skills. Effective communications with Church Staff, Church Boards and Ministries Chairpersons and Church membership will be necessary.

Hours Required:

- The secretary is expected to maintain regular office hours (20 hours/week), currently Tuesday through Friday from 10am to 3pm, but subject to change (by agreement) to meet the needs of the church.

How to Apply for this Position:

- Interested applicants should email their resume to: egccstaffsearch@gmail.com