

# **Job Description**

## **Administrative Assistant**

Position Title: Administrative Assistant

Position Type: ¾ Time Hourly Support Staff

Reports To: Associate Pastor

### Responsibilities

Provide administrative support to staff and activities of the church in fulfilling its mission statement.

#### **1. Communications**

- a. Maintains Planning Center as the main tool to drive communication.
- b. Uses software tools to create basic graphic design for emails, presentations, signage, and website.
- c. Responsible for Email/Telephone: Directs inbound emails and phone calls to the responsible parties, responds to emails requests when necessary, and assists with sending outbound emails to the congregation.
- d. Provides initial follow-up to “Connect” cards and visitor inquiries.
- e. Develops and revises as needed the weekly bulletin.
- f. Creates announcements for multi-media projection.
- g. Oversees advertising in local media.
- h. Oversees annual production of the Church Directory and its maintenance throughout the year.

#### **2. Facilities**

- a. Coordinates and communicates with church staff on all facility needs and uses.
- b. Oversees general facilities administration.
  - b.i. Checks and set thermostats weekly or more often as needed.
  - b.ii. Coordinates any facility needs with janitor and B&O.
  - b.iii. Maintains AED and First Aid Equipment and tests as required.
  - b.iv. Requests snow removal.
  - b.v. Orders janitorial supplies.

- b.vi. Oversees the checkout/check-in of building keys.
- b.vii. Maintains and keeps office equipment operational.
- c. Oversees signage and presentation of the Church Facilities.
- d. Processes Facility Use requests.

### **3. Office Support**

- a. Displays the love of Christ to all who enter or contact the church.
- b. Coordinates appointments and calendars for the staff, Board and Elders. Proactively looks at all ministry area activities to foresee conflicts, needs for preparation, ways to coordinate, etc.
- c. Maintains official documents and policies for the church, such as Board Meeting packets, bylaws, employee manual, employment files, church membership, baptisms, and other documents or records as needed.
- d. Develops and maintains office procedures and processes and develops and maintains an annual calendar of periodic tasks.
- e. Prepares annual budget requests for the office and monitors spending of those approved requests throughout the fiscal year.
- f. Orders office supplies.
- g. Prepares documents for and attend meetings, such as staff and board meetings.
- h. Assists in coordinating details for special events and services, such as Christmas, Easter, Weddings, Memorials, Retreats, etc., including registrations for miscellaneous events such as retreats.
- i. Other duties as assigned.

#### **Requirements:**

Because of the unique nature of Christian ministry, all employees shall have come to an authentic personal faith in Jesus Christ and membership in Evangelical Free Church of the Palouse is a requirement of employment.

Excellent written and oral communication skills.

Organized and detailed-oriented.

Working knowledge of Word and Excel.

#### **Preferred Requirements:**

Previous experience in general office management.

Previous experience with email marketing programs such as Mailchimp, as well as church management software.