



*Believe in one, affect many, welcome all*

## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

Reports to: Pastor

### Administrative Responsibilities:

- Provide administrative and secretarial support to Pastor and other leadership as requested
- Maintain and keep current files for Pastor, congregation members, and church support staff for easy access
- Maintain and keep current the church constitution and bylaws
- Keep abreast of current policies, procedures, protocols and programs to insure the goals and objectives of the church are realized
- Maintain calendar on-line to include scheduling of any space to members and/or outside events, ongoing meetings and groups, including a master calendar, prominently displayed, to highlight special future events.

### Communication Responsibilities:

- Greet visitors in the church office and provide information/direction/services as required
- Assist with written and oral communications, scheduling and coordinating church correspondence (telephone calls, voicemails, mail, email, etc.) and direct to the proper person(s)
- Notify Pastoral staff of any member's special or urgent needs that require attention
- Maintain strict confidentiality of any information of a personal or sensitive matter regarding church members

### Media/Content Creation Responsibilities:

- Maintain and enhance the HCLC electronic communications to include the HCLC website, Facebook page, outdoor digital sign, and any other social media or online venues
- Set-up audio visual presentations for church services, meetings, and other special events
- Create and distribute weekly service bulletin and service Powerpoint
- Compile information and then create and distribute monthly newsletter
- Prepare and distribute agenda and packet for monthly Church Council meeting; attend meeting and take and transcribe minutes
- Prepare and assemble the annual report of the congregation under the direction of the Pastor
- Create, enhance, edit, and/or proofread written material including letters, flyers, sign-up sheets, brochures, etc.

### Facility/Office Management Responsibilities:

- Coordinate activities and facility set-up for external group usage, funeral committee, and other special events
- Order supplies for office, maintenance/cleaning, kitchen and ministry supplies as needed or requested and within budget guidelines
- Operate and maintain office equipment; arrange for repairs when needed; make recommendations for new or additional office equipment as deemed appropriate
- Monitor building and reports and/or schedule repairs as needed, with guidance from Pastor or Council
- Maintain a current list of key holders: distribute and track the disposition and possession of all keys of both permanent and temporary key holders

### Competencies:

- Strong cooperative interpersonal skills and ability to maintain good relationships with staff, congregation, and the public
- High integrity, strict discretion and commitment to maintaining confidentiality with sensitive information
- Resourceful, self-motivated, and ability to organize time effectively and work independently with little supervision
- Ability to manage multiple tasks to meet deadlines, project management
- Dependable work ethic
- Ability to show initiative and be proactive, learn new skills and competencies

### Requirements:

- High School Diploma or equivalent
- Two years office or related experience
- Proficiency in technology, including Microsoft Office (with a strong emphasis in Publisher, Word, and Powerpoint), electronic communications, and social media
- Ability to learn Church Database Program, MailChimp email program, Sharefaith website
- Successful completion of Background Investigation (paid by HCLC)

**Base Salary:** Starts at \$15/hour (or higher) depending on experience