



**Administrative and Technical Assistant** – Part Time position – up to 29 hours per week

**Reports to:** Senior Pastor

**Job Summary:**

**Administrative:** This position is responsible for being the face of the church. This person will have excellent communication skills for communicating with all areas of the public and congregation. Strong organizational skills and the ability to multi-task a variety of projects while being constantly interrupted.

**Technical:** This position is responsible for the technical side of the church office, including proficiency on the website, social media venues, electronic newsletters; running updates and security programs for the office computers; Microsoft Office Suite including Power Point, Desktop Publishing and Excel.

**Duties and Responsibilities:**

- Manages the church website, social media information, downloading digital files and sermon messages; texting capabilities
- Responsible for running updates and security programs for the office computers
- Responsible for all staff and church member PowerPoints and technical assistance
- Answers and directs all incoming phone calls; with excellent communication skills
- Greets all visitors; including visitors needing assistance; manages financial aid requests
- Maintains knowledge of office practices, procedures, systems and equipment
- Assists the Youth Pastor and Children's Ministry Director as needed
- Ability to prioritize workload, meet deadlines, and manage multiple projects at one time
- Produces the Annual Report; with coordination to all commission chairpersons
- Assists in organizing the Annual and Quarterly business meetings
- Coordinates and participates in the annual Organizational Meeting
- Produces and edits various publications (paper and electronic), including weekly Prayer sheet, E-blast newsletters, bulletin, flyers, inserts, brochures, labels, etc.
- Proofreader for all correspondences including the Pastoral staff's communications
- Compiles materials needed for meetings or projects
- Assist in scheduling appointments for the Pastoral staff
- Assist with document production and other church projects as needed
- Attends staff meetings
- Prepare, mail and filing of various correspondences

- Handles bulk mail projects; ability to lift 25 lbs.
- Special projects as assigned

## **Requirements**

- Have at least 2 years prior administrative experience; Bachelor's Degree preferred
- Experience with websites; proficiency in Microsoft Office Suite including Outlook, Word, Excel, Desktop Publishing and PowerPoint
- Telephone management skills; have a positive and uplifting voice to greet all callers
- Be able to type at least 45 wpm
- Be able to adapt to new technology and various computer / software applications, printers and scanners
- Have exceptional multi-tasking, organizational and communication skills; team player
- Be a self starter with an ability to work independently, using sound judgment and with a demonstrated ability to take responsibility of activities that arise
- Manage the office when the Church Administrator is absent.
- Have the ability to work efficiently, be solutions-oriented, proactive, and anticipate needs
- Possess strong time management skills with attention to detail and be able to follow through on projects and handle multiple tasks
- Christ follower; a kind-hearted person desiring to serve the Lord through working in a church office