

Administrative Assistant

SUMMARY

Reporting to Senior Pastor and the Staff Relations Committee, this position oversees the administration duties for the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1 Performs the following administrative duties. To include: data entry and word processing (attendance stats, Welcome Card information, song listing, bulletin and announcement sheets, directories, letters, cards, and newsletters), filing, folding, sorting and mailing items.
- 2 Performs receptionist duties. To include: greeting visitors, answering phones, reminder phone calls, selling SCRIP.
- 3 Supports worship activities. To include: update Prayer & Praise Focus handout, body builder poster, coordinate hosts for information table, refreshment table, sign-up table and greeters, keep money collected from tables organized, send out frontline, set-up and breakdown postcards weekly, clean out and restock crates, make tapes, organize distribution of Bibles.
- 4 Oversees property management. To include: collect and record rent check, make deposits, keep track of petty cash, contact maintenance, when needed.
- 5 Recruits and oversees office volunteer staff.
- 6 Updates and maintains church calendar.
- 7 Orders office supplies, when needed.
- 8 Maintains clean office environment, including bathrooms, trash and vacuuming.
- 9 Performs other duties, as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- 1 Two years experience as an office secretary or administrator.
- 2 Proficient in MS Office Suite of products: WORD, EXCEL, PowerPoint, Outlook and web techniques.
- 3 Demonstrated effective level of oral and written communication skills.
- 4 Demonstrated ability to facilitate, motivate and lead teams of volunteers.
- 5 Demonstrated ability to multi-task.
- 6 Demonstrated ability to resolve conflict appropriately.

SUPERVISORY RESPONSIBILITIES

No employees report to this position. Position is responsible for managing various volunteers.

WORKING CONDITIONS

Working conditions are normal for an office and church environment. Specifics are outlined on the New Hope Job Requirements Checklist. Copy provided upon request.