

# 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.