

LAKE GROVE PRESBYTERIAN CHURCH

JOB DESCRIPTION

TITLE: Administrative Assistant

CLASSIFICATION: Part-time (25 hours), Non-Exempt

Compensation: \$19 - \$22/HR

ACCOUNTABILITY: Reports directly to the Church Administrator. Maintains a dotted-line reporting relationship with the SDFO.

PURPOSE

The Administrative Assistant is responsible for the operations of the front desk including greeting the public, answering the phones, coordinating volunteer reception desk coverage and duties, and providing administrative support to pastors and staff as requested by their supervisor. As a vital part of the larger church team, this is a supportive role that can change as the needs of Lake Grove's ministries change.

RESPONSIBILITIES:

HOSPITALITY/ASSISTANCE (VISITORS, PHONE, WALK-INS, EMAIL)

- Extend Lake Grove hospitality by greeting and assisting people who call, email or visit the church and provide requested information or lead them to the appropriate person/ministry

PHYSICAL UPKEEP

The Administrative Assistant is responsible for the general appearance, upkeep, and tidiness of the reception area, and church Lost & Found.

- Ensure the reception area exudes a welcome, orderly atmosphere, and provides a professional presence
- Maintain the literature display alcove with current sermons, brochures, and publicity for selected church activities with input and guidance from the Director of Creative Services. This no longer exists
- Maintain Lost and Found cabinet and holding shelf

FRONT DESK VOLUNTEER COORDINATION

- At the direction of the Elder of Volunteers, coordinate volunteer coverage for the front desk for a fully staffed weekday reception schedule
- Provide current ministry announcements/information and tools to help equip the volunteers
- Maintaining the automated door locking schedules
 - Review security errors and safety logs and report non-conformance to security policies and procedures to the Senior Director of Operations and Finance
- Provide admin support for the Church's Safety/Security Committees

SUPPORT TO ALL CHURCH MINISTRIES/PASTORS/STAFF

At the direction of the Elder of Administration, support administration and communication to congregants and staff, including email and "snail mail" communication and database management.

- Maintain Staff, Elder, Deacon Mailboxes
- Retrieve Mail and Distribute Daily
- Take outgoing mail to the Post Office Daily
- Manage and Maintain Adequate Copier Supplies
- Manage and Schedule Outside Groups (and inside groups) Acknowledge Memorial Gifts
- Mail Sermons Weekly (also edit and format sermons)
- Maintain and Order Adequate Office Supplies
- Manage and Assist with One-Church
- Writing, publication, and maintaining Safety & Security policies and procedures
- Reporting and tracking with the Facilities Coordinator all safety and security repairs

Support Congregational Care efforts to include but not limited to:

- Assist with walk-in visitors to the Deacon's Pantry and medical equipment loans

GENERAL DUTIES

- Attend monthly All-Staff meeting and appropriate team meetings
- Other duties as assigned

EDUCATION & PROFESSIONAL QUALIFICATIONS:

- High school diploma or equivalent
- Gracious and hospitable demeanor
- Able to multitask well. Interruptions are common in this role
- Must be organized, and calm in the face of numerous requests and interruptions
- Proficient in Windows Office Suite
- Must be a team player and have a desire to serve others, with a proficient skill of prioritizing requests
- Experience in front desk or Administrative Assistant capacities are a plus

PHYSICAL REQUIREMENTS:

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting
- **Physical:** Sufficient physical ability to work in an office setting and operate office equipment. Team members will be able to sit for extended periods of time. Team members will continuously be performing hand and wrist work including grasping. Team members may periodically be asked to lift items up to 50 pounds
- **Vision:** See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents
- **Hearing:** Hear in the normal audio range with or without correction

