

# Administrative Assistant

## Job Description

**Purpose:** The mission of EFree Church Diamond Bar is to know Jesus and make Him known. The ultimate goal of the administrative team is make Jesus known by facilitating organization that allows the pastoral team to function efficiently and effectively. The administrative team is also the first point of contact for members of the church and the community who have important needs for prayer, communication, and various forms administrative assistance.

The Administrative Assistant will be responsible to work in conjunction with the Associate Pastor to ensure that church communications and administrative infrastructures are efficient and productive.

### Qualifications:

- Strong interpersonal skills and the ability to collaborate with others
- Ability to multitask and complete tasks both quickly and excellently
- Ability to manage projects
- Ability to learn and effectively navigate new technologies as needed
- Experience in web and print design a plus

### Skills & Abilities:

- Ability to learn and utilize the online communication database FellowshipOne Go
- Ability to warmly communicate with and assist members of the church and community
- Some knowledge of Photoshop, Indesign, Illustrator, and other design-oriented programs a plus
- Ability to write for email blasts and other communications a plus

### Responsibilities:

- Front Office Reception (answering phones, directing guests, signing for packages, etc.)
- Work with other front office staff to prepare weekly Sunday Bulletin
- Work with pastoral staff to facilitate digital communications
- Maintain the church website, ensuring accuracy of information and visual appeal
- Maintain the infrastructure of the online database (FellowshipOne Go); input and update data as needed
- Manage the church calendar and scheduling requests
- Create and maintain online forms for signups and data collection
- Work directly under the supervision of the Associate Pastor
- Other responsibilities as assigned by the Associate Pastor or Lead Pastor

**Hours:** 21 hours a week (9am-4:30pm, Monday-Wednesday)

**Compensation:** To be determined by the board of elders