

**Administrative Assistant**  
**Ascent Church**

**Reports to: Dave Thompson, Lead Pastor**

**Hours: Approximately 15 hours per week** (3 days a week: core days in the office Tuesday, Wednesday or Thursday, and Friday)

**Pay: Hourly**

**Character traits needed:**

**Trust**

- An ability to build and maintain trust with the leadership and congregation:
  - Stay in touch on the issues and concerns of others
  - Balance action items with concern for others
  - Generate cooperation between others
  - Resolve conflict with others
  - Give honest feedback in a helpful way
  - Be consistent in completing all tasks as required and follow-up

**Confidentiality**

- An ability to maintain and demonstrate confidentiality of sensitive information:
  - Maintain confidentiality around all personnel data such as pay levels, performance reviews, employee data, etc
  - Maintain confidentiality about any personal data or information about the congregation
  - Maintain confidentiality in records, reports, assessments including securing all documents

**Joyful Spirit**

- Positive, up-beat, welcoming and loving towards people.

## **Organizational skills and attention to detail**

- Efficiently manage your time, workload and resources.  
Accomplish/complete tasks while demonstrating a thorough concern for all the areas involved, no matter how small, with accuracy.

## **Strong interpersonal skills**

- Able to represent the Lead Pastor and Ascent Church with professionalism

## **Follow Through**

- Always do what you say you'll do. Adhere to deadlines set by the Lead Pastor and create your own deadlines if they aren't in place.

## **Proactive**

- An attitude of "I'll figure this out", willingness to learn, to get things done efficiently and timely.

## **Faith**

- A heart that says, "Let's work with the Lord and see how He will work it out. We can certainly do this."

## **Key Responsibilities**

- **In partnership with the Lead Pastor cover general administrative needs** – e.g. review pastor's Church email communications to ensure clear message and accuracy, produce slides for the weekly sermons
- **Prepare Sunday morning lobby and service items** – ahead of each Sunday and/or on Sunday make-up newcomer gifts, source communion and other elements that may need to be ordered or prepared, provide materials to manage the Bible desk, assist with the Next Steps needs, coordinate with others involved in setting up for the service to ensure all

needs are covered. Produce the message slides using ProPresenter and Planning Center

- **Coordinate who is doing Communion and Announcements** - put the schedule together for the Elders and volunteers, review with the Lead Pastor and circulate the schedule to all who need to know; remind participants ahead of the Sunday Service; manage a back-up system as to who could step in last minute to cover these duties
- **Manage some communications** - to include posting events on our website, updating the website with relevant information, helping with the production of the weekly bulletin
- **Facilities room reservation for Church and outside groups** – work with groups that use the facility, maintaining a clear schedule and expectations for use of the facility. Obtain approval of facility use through the Lead Pastor. Issues contracts and manage the rental fee
- **Manage the phones and interaction with visitors when in the office** - create a welcoming environment; manage any phone calls and emails within 24 hours of receipt. Interact with vendors – janitorial, Planning Center, snowplowing, etc.
- **Newcomer data** – record newcomer info into the system. Coordinate with whoever may be doing follow up or next steps for that person.
- **Keep accurate church records** - e.g. attendance, church members, mailing lists, prospects, calendar, giving records, etc.
- **Help create new admin processes and systems as needed** e.g. common calendar Google for the leaders, a common reservation system
- **Ordering supplies** – ensure cleaning supplies are up to date and ordered for our cleaning personnel
- **Be part of the bi-weekly staff team** – bring a faith-filled and collaborative spirit. Give your opinions, we want to hear. Arrange food and drinks for the meeting, work with the Lead Pastor to develop the agenda, slides or technical aspects for the meeting
- **Event co-ordinator:** for wedding, funerals and other gatherings. Set up contracts, collect fees, make sure everything is in place
- **Perform other duties** - as assigned by the leadership team