

Administrative Assistant

RESPONSIBILITIES:

Have a deep, personal relationship with Jesus Christ, with a heart for ministry and a demonstrated desire to serve Him and His church.

Manage office organization to create an effective and efficient work environment, and to maintain a friendly and courteous atmosphere.

Have outstanding overall secretarial skills, with an eye for detail, and a commitment to providing the highest quality administrative support.

Willingness and ability to accomplish any work assigned by the Director of Finance and Operations, or Pastors including everything from simple data entry and copy work to creating from a general concept letters, communications, ministry plans and other documents.

In addition to general office skills, must be proficient in Microsoft Word, Excel, PowerPoint, basic graphic design, Publisher, manage Church Windows, Webmaster skills and Social Media venues.

The AA is responsible for the first contact for telephone requests and helping people who come into the office, as well as church communications and office organization.

Personally handle, and maintain confidentially, for sensitive or confidential communications delegated to the office by Pastors.

Oversee the quality of operation of office equipment, computers and software applications, including responsibility of equipment rental/leases and maintaining contracts.

Responsible for a majority of the secretarial work in the office, including but not limited to the following kinds of tasks and duties:

- Sermon Power Point
- Church Weekly Newsletter
- Order of Weekly Worship
- Weekly Sunday Bulletin
- Upload updates and maintain design Website
- Welcome Packets to Guests
- Maintain and update church database and membership
- Keep Church Directory Updated

- Work with Congregational Care Team for Hospitality Needs
- Organize Church Hospitality needs and work with Directors and Pastors for church events
- Leadership Team meeting agenda and packets for congregational meetings.
- Type miscellaneous correspondence, flyers, etc.
- Order supplies.
- Coordinate outside advertising for church events
- Maintain Petty Cash account.
- Prepare and copy weekly bulletins, and inserts as required.
- Keep bulletin boards (foyer, fellowship hall) up to date.
- Prepare packets for new members class
- Prepare Baby Dedication information – certificates after ceremony.
- Prepare Baptismal certificates.
- Prepare Wedding Packets, maintain wedding packets, etc.
- Coordinate memorial service needs, as well as special events (i.e. housekeeping, sound, music, projection, bulletins, etc).
- Record and maintain membership information.
- Complete denomination census yearly and update of Leadership Team members and staff members for Denomination Directory.
- Maintain constant contact e-mail addresses and send out Constant Contact e-mails as required.
- Check e-mails daily. Print and/or forward pertinent documents.
- Maintain master calendar and coordinate facilities use.
- Record Sunday school, and church attendance in excel spreadsheet.
- Miscellaneous photocopying.
- Take and pick up mail at post office. Distribute mail to appropriate person.
- Keep Church Windows database updated. Print, copy and assemble church directory as required.
- To ensure office coverage, must be flexible and coordinate work days with other Admin. Assistant

Perform other duties as assigned by the Director of Finance and Operations.

Job hours will be Tuesday through Friday, 9:00am-3:00pm

Please send resume to Chapel in the Pines, Associate Pastor, Marilyn Williams
 marilyn@chapelinthepines.org