

JOB DESCRIPTION – Administrative Secretary

Primary Duties:

1. Answer the telephone and direct in-coming phone calls.
2. Schedule office hour appointments for the pastor.
3. Coordinate and oversee the rental of the building.
4. Prepare the Sunday bulletin.
5. Keep the church's books and generate reports as needed.
6. Type Ministry Council and Congregational Meetings minutes.
7. Do miscellaneous word processing and transcribing as directed.
8. Mail church bulletins to people who were absent on Sunday morning.

Skills Needed:

1. The ability to meet and work with the general public.
 - Should possess excellent people skills and an ability to handle difficult interpersonal situations.
 - As the first impression representative of the church when someone comes into the office, he/she should exemplify a Christ like attitude in a way that is helpful to people and honoring to the Lord.
 - Adherence to biblical, ethical, and EWC Membership standards shall be deemed critical.
2. Basic computer skills and experience with document creation and spreadsheets.
3. The ability to organize and run an office.
 - Managing office supplies and other necessities for the day to day operation of the office and facility.
 - Ability to organize multiple calendar event from all of the EWC ministries and communicate effectively with their leaders.
 - Personal time management to ensure that weekly / monthly responsibilities are met.
 - Personal confidentiality and integrity with regards to privileged and private information concerning finances, member issues and other sensitive information.

Hours: 30 hours per week

Rate of pay: \$12.00 per hour