



## Administrative Assistant Position Description

The message of Foothills Christian Church is simple: Following Jesus, we love God, serve others, and welcome everybody...and everybody means you! Our congregation is seeking a new Administrative Assistant. This position is funded for 15-20 hours per week (3-4 hours/day, 5 days/week).

The Administrative Assistant will be primarily responsible for the following duties:

- *Communication*, prepare weekly email newsletter, update church website in conjunction with ministers and ministry leaders (including sermon audio upload), receive incoming telephone calls, respond to voicemails, sort daily mail, manage incoming email, update electronic prayer chain, and publicize events by posting signs and hanging outdoor banners.
- *Worship Preparation*, produce weekly worship bulletins and proresenter slides
- *Maintain Office*, manage inventory of office supplies and postage, ordering new stock as needed, maintain tidiness in cupboards, shelves, and table surfaces of the main office, workroom, and receiving area.
- *Record Keeping*, keep office files in order, maintain and update the member directory and current mailing list,
- *Church Calendar and Building Use*, maintain church calendar of events, serve as the point person for ongoing groups that share our space (Stepping Stones, AA, etc.), coordinate requests from outside groups interested in scheduling events at our facility (managing calendar, orientation to policies, review contract, collect deposit, coordinate key return), communicate with minister, property chair, board chair, and service personnel about office equipment and property repairs.
- *Financial Reporting and Bookkeeping*, assist Foothills Steward with financial accounting as needed, including posting online donations to church management software, sending out quarterly contribution statements and stewardship campaign mailing.
- *Confidentiality*, treat sensitive and private information with confidentiality.
- Represent the church positively to the public by reflecting Foothills core values represented and our commitments as an Open and Affirming church, and Green Chalice Congregation.
- *Other duties as assigned* (ex: coordinate efforts of volunteer office assistants)

### Skills Required

- Proficiency in Microsoft Office (Word, PowerPoint, Publisher), online communications (email, social media), and capacity to learn other programs if not familiar with already (Signup Genius, Propresenter, BreezeCMS, Canva, Clover Website dashboard)
- Clear and courteous verbal communications on the telephone and in person
- Ability to manage time well, completing tasks promptly according to assigned priorities and schedules
- Capacity for problem solving and working through appropriate channels
- Commitment to maintain confidentiality with sensitive information

#### Accountability

- The Administrative Assistant will be responsible to the Senior Minister through the Personnel Committee
- The Senior Minister will conduct at least one performance review annually

#### Work Schedule

- Work Schedule will be determined in consultation with the Senior Minister and Personnel Committee and described in the letter of employment
- Monthly salaried hours and compensation will be determined in consultation with the Minister, Personnel Committee and Board and described in the letter of employment

#### Grievance Channel

- The Senior Minister will act as the first point of mediation for differences between member(s) of the congregation and the Administrative Assistant
- The Personnel Committee will be the final point of mediation
- The Personnel Committee will act as the final point of mediation for differences between the Administrative Assistant and the Senior Minister

Interested candidates should email a copy of their cover letter and resume to [bekah@foothillsdisciples.com](mailto:bekah@foothillsdisciples.com). Resume, references, and background check required.