

**Position Title:** Administrative Assistant (Emphasis: Youth & Children)  
**Reports To:** Minister of Operations  
**Status:** Full-Time Support Staff

The Administrative Assistant is to provide ministry and clerical support to the assigned ministries (primarily youth and children's ministries) of Lincoln Christian Church in a productive, Christ-honoring way.

**Personal Qualities:**

- Well-organized
- Proactive
- Detail-oriented
- Strong Christian commitment & ministry mindset
- Ability to handle sensitive & confidential issues

**Professional Qualities:**

- Proficient knowledge of office procedures
- Proficient knowledge of desktop publishing/basic graphic design
- Proficient knowledge of office computer requirements (email, word processing, spreadsheets)
- Proficient knowledge of basic bookkeeping/record keeping
- Proficient and accurate at data entry aptitude

**Accountability:**

- Accountable to the elders through the Operations Minister
- Is assigned work by Youth Minister, Children's Minister, Worship Minister
- Accepts day-to-day direction from Senior Administrative Assistant
- Partners with front office staff to assist with office/reception duties

**Responsibilities:**

- Serves as receptionist at Student Info Desk on Sunday mornings.
- Enter attendance and update data for assigned areas.
- Trips for children, youth, and youth choirs:
  - Help plan and organize trips.
  - Maintain youth trip student: accounts, student and leader forms, and assemble trip documents
- Assist assigned ministries with publications, mailings, emails, texts
- Serves as one of the church receptionists
- Oversees purchase and accounts of "Family Fundraising" efforts (with Financial Secretary)
- Receipt registration fees
- Occasionally substitute in the preschool as an aide

- Perform general office duties, including: sorting mail, and assisting staff and ministry teams with projects, phone calls, errands, etc.

**Schedule:**

- Monday-Thursday 8:00 a.m.-5:00 p.m.
- Friday 8:00 a.m.- 12:00 p.m.
- Sunday 8:00 a.m. - 12:00 p.m.

**Evaluation:**

- The Administrative Assistant will receive a performance review conducted each year.

November 19, 2020