

Covenant Life Church

Ministry Position Description

Title: Administrative Assistant

Ministry Area: Administration and Communication

Accountability: Operations Director

Time Requirement: Non-exempt hourly – up to 30 hours per week

Ministry Description: The Administrative Assistant assists in developing and distributing newsletters, website information, and other communications, maintaining the forms, directories, and administrative system on which communication depends, routing calls, mail, and emails, and greeting and directing visitors.

Mission: To advance the administrative functions of Covenant Life Church, the mission of which is to help individuals take the next step in relationship with Jesus Christ.

Qualifications:

1. Exhibits a lifestyle and confession demonstrating Jesus as Lord of life.
2. Works effectively within the organizational structure of Covenant Life.
3. Believes in Covenant Life's Mission and Vision.
4. Gifts of administration, organization, creative communication, and discernment.
5. Excels at coordinating communications and communication-design projects.
6. Works well with ministry leaders communicating ministry goals and activities.
7. Works well with and for others.
9. Software skills including Elexio, Mailchimp, and Facebook or equivalents.
9. Organizational and prioritizing skills as self-starter and finisher.

Committee Participation: staff meetings and ministry-leader meetings.

Ministry Responsibilities: The Administrative Assistant carries out the following tasks:

- Maintain and update the church calendar.
- Organize and communicate prayer requests and announcements.
- Review and respond to or route church email and voicemail.
- Answer telephone, forward calls and take messages.
- Serve as receptionist at the office suite front desk.
- Record new member, member, attendee, births, deaths, and other directory changes in the church's management system.
- Maintain contact lists of elders, elder groups, staff, and volunteer leaders.
- Provide such communications support as the co-pastors require.
- Collect, sort, distribute, and post U.S. mail.
- Coordinate staff and volunteer background checks.
- Organize, inventory, and order office and first aid supplies.
- Assist the operations director maintaining staff email and telephone accounts.
- Prepare and distribute mailings for the church family.

Physical Demands: The employee must meet these physical demands to successfully perform the essential functions of this job. The employee must frequently sit, stand at a copier/scanner, move about carrying packages and posters, set up easels and displays, use hands to type and handle or feel, read a computer monitor, reach with hands and arms, talk and listen in person and on the telephone. The employee must occasionally lift or move up to 25 pounds. The church makes reasonable accommodations to enable individuals with disabilities to perform these essential functions.

Work Environment: The work environment of the church's three-story campus includes an office suite, office, desk, chair, keyboard and monitor, to perform the essential

functions of this job. The facility's temperature is controlled as temperate. The noise level in the work environment is usually low to moderate.

Job Type: Part-time

Benefits:

- Employee assistance program
- Flexible schedule
- Paid time off

Schedule:

- Monday to Friday

Experience:

- Writing skills: 1 year (Preferred)

Work Location: In person