



Administrative Assistant Job Description

1. PURPOSE

- 1.1 The purpose of the Administrative Assistant is to assist the pastor and the church in carrying out the mission of Potter's House Community Church to help people be shaped by God to be followers of Jesus Christ.

2. RESPONSIBILITIES

2.1 Communication:

- Manage Internal communications
- Manage church emails including communications between subgroups in the church using Church Community Builder software.
- Managing advertising in the community
- Produce graphic design of advertising media
- Manage church presence on social media
- Maintain and update website
- Manage church database software (Church Community Builder)
- Make sure that the church calendar is current and accessible in multiple formats.
- Monitor and Update Announcement Slides (weekly)
- Manage bulletin boards in the church (weekly)
- Oversee any mail outs that need to go out from the church
- Print Bulletins (weekly) (Help Develop Covid acceptable alternatives.)
- Pick-up and distribute mail from church mail box
- Process outgoing mail (i.e. cheques & payments)
- Answer Church Phone & Respond to Voicemails

2.2 Volunteer Coordination:

- Schedule and follow up with Church Cleaning Volunteers
- Schedule other volunteers as needed with Covid Protocols.
- Assist in either scheduling or posting schedules of volunteers in other areas of the church as needed.
- Post all volunteer schedules so schedule is known.

2.3 Church Purchasing:

- Monitor & Replenish church supplies: office, cleaning, kitchen, etc. (weekly)
- Establish a system for church members to notify when something is needed.

2.4 Church Finances:

- Collect receipts for reimbursements and Invoices then fill out cheque request forms
- Make sure church financial policies are being followed by all parties submitting reimbursements.
- Process online donations
- Collect & Deliver all financial information that needs to go to the Church Accountant. (weekly)
- Retrieve and disperse items from church accountant. (weekly)
- Receive & record donation data to all applicable places (weekly)
- Communicate all financial data with necessary parties as directed, making sure that all church accountability measures are followed.
- File and maintain records of financial data in accordance with Government Guidelines.
- Assist in researching financial options to improve the church systems.
- Distribution of tax receipts (annually)
- Assist Elders in delivering a quarterly report to the congregation on the financial status of the church.

2.5 Manage Registrations & Attendance

- Handle registrations for things such as church services, community groups, conferences, events, etc. (This can be done in conjunction with other staff.)
- Assist the church in implementing improved methods of tracking attendance through Church Community Builder.
- Manage booking of church facilities.

2.6 Record & file keeping:

- Maintaining church files and records such as membership records & covenants, background checks for volunteers, etc.
- Processing connection cards.
- Keep track of church key holder list.

2.7 Office hours:

- Maintain regular office hours (exact hours can be worked out with chosen candidate, but mornings are ideal)

2.8 Assist the Pastor as needed.

3. SKILLS / ATTRIBUTES / QUALIFICATIONS

3.1 Character

- The Administrative Assistant should be a dedicated follower of Christ. It is not required that this person be a church member, but he or she should be in agreement to the church membership covenant both in philosophy and in practice.
- Excellent Interpersonal and Communication Skills.
- Organized
- Self-Motivated
- Problem Solver
- Proactive
- Details Oriented
- Analytical
- Flexible

3.2 Knowledge

- Computer Skills (Graphic Design, Microsoft Office Suite, Mac Computers, Social Media, Database Management: Church Community Builder, Website Maintenance)
- Excellent in written and verbal communication
- Financial and accounting knowledge

3.3 Team Player.

- Must be a good fit to work alongside the pastor.
- Must be able to work with other staff for a cohesive whole.

4. Accountability

- 4.1 The Administrative Assistant will report directly to the Senior Pastor, while serving the church as a whole.

5. Compensation

- 5.1 The Administrative Assistant compensation will be determined based on the candidate's qualifications. The position will be for up to 20 hours / week. The pay scale will be between \$18-\$21 / hour.