



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.
- Engaging the broader community through communication with partners as well as advertising.
- 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)
- 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.
- 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)
- Maintain system for purchasing where volunteers can communicate needs and know what has been purchased.

2.4 Church Finances:

- Work with church treasurer, accountant, and finance team as needed.
- 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 Event Oversight

- Handle registrations for things such as church services, bible studies, 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 including oversight and communication with renters.
- Assist the team in execution of events. Including community outreach events.

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.
- Perform Monthly Fire Inspection, keep records, and communicate annually with fire marshal.

2.7 Office hours:

- Maintain regular office hours (current hours are Monday – Thursday 9 am – 1 pm. If needed these can be adjusted.)

2.8 Assist the Pastor as needed.

3. SKILLS / ATTRIBUTES / QUALIFICATIONS

3.1 Character

- The Administrative Assistant should be a dedicated follower of Christ. While a church member is preferred for this role, church membership is not required, 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 and professional 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.