

Job Description: Administrative Assistant

Our Mission: To know Jesus Christ and to serve Him in joyful obedience by growing disciples, renewing communities and planting churches.

Position Overview: The Administrative Assistant / Receptionist will provide full administrative support and create positive first impressions and care, as required, for the effective and efficient operation of the Greentree Community Church office.

Responsibilities

- **Be a team player. Respect and support GTCC staff and ministries with a spirit of humility and love, open to opportunities to assist others with a cheerful spirit.**
- Serve as the first point of contact for visitors and stakeholders, handling incoming and outgoing calls and demonstrating first class care
- Respond professionally and appropriately to all inquiries relating to the ministries of GTCC
- Manage correspondence by answering emails, sorting mail and organizing mailings
- Help support the daily financial running of the organization, including the processing of accounts payable and distribution of checks
- Maintain, monitor and review all files held by the organization, including the input and retrieval of information, as and when required
- Set up, administer, manage and pull information from Engage, our church database, as needed
- Serve as the go-to for office/facility availability inquiries
- Arrange meetings by scheduling times, booking rooms, and planning refreshments
- Monitor office equipment and manage equipment maintenance
- Provide administrative support for special events and assist with hospitality needs
- Provide administrative support to Cares pastor and associated ministries 2 hours/week
- Support Communication and Worship (8 hours/week)
 - Take notes and facilitate communication for weekly meetings
 - Layout and produce weekly bulletin
 - Update website
 - Write and edit content
 - Manage worship and communication calendars
- Recruit and organize volunteers as needed
- Carry out any other relevant tasks, which may be required

Reporting Structure

- This position reports to the Business Manager of GTCC

Skills and Qualifications:

- College Degree or Professional Certification preferred
- 5 years experience supporting an office staff of 10 or more employees
- Strong attention to detail
- Ability to work without supervision
- Excellent time management skills
- Exceptional communication and customer service skills
- Proficiency with Microsoft Office and Adobe programs
- Strong prioritization and organization skills
- Ability to handle confidential information



Required Hours

Monday – Thursday: 8:00 AM – 4:30 PM

Friday: 8:00 AM - 3:30 PM

This position is full-time with dental and health insurance, paid vacation, retirement benefits and long-term disability insurance.

Application Process

For more information about Greentree Community Church, visit our website: greentreechurch.com

To apply, please send resume and contact information to:

Michael Porter
Greentree Community Church
100 Kirkwood Place
Kirkwood, Missouri 63122

Or electronically to michael@greentreechurch.com

