

## **POSITION DESCRIPTION**

**Title:** Administrative Assistant

**General Duties:** Provide secretarial support to the pastor, church staff, and members.

**Accountability:** Reports directly to the pastor.

**Typical Responsibilities:**

- 1) Perform secretarial duties for the Pastor and staff, and to church committees as directed by the Pastor.
- 2) Prepare Sunday worship bulletins & bulletins for special services.
- 3) Post weekly announcements to the church blog and keep website and Facebook page updated.
- 4) Prepare documents for mailing.
- 5) Handle incoming calls to church.
- 6) Maintain a Master Calendar of activities scheduled in the buildings at Clayton & Geyer Roads.
- 7) Sort & distribute incoming mail, committee & Session meeting notices, etc.
- 8) Maintain permanent church business records on both computer & in hard copy.
- 9) Be responsible for ordering office & equipment supplies.
- 10) Prepare the annual church directory for distribution on or before the last Sunday in September for each calendar year.
- 11) Keep the Pastor informed of all problems, issues & concerns that effect the day-to-day operations of the church.
- 12) Schedule routine maintenance tasks with appropriate contractors. This includes furnace maintenance, building/fire inspections, cleaning carpets and fellowship hall, kitchen and bathroom floors.
- 13) Attend to emergency requests as needed, with the assistance of the appropriate church committee/team and Pastor.