



Administrative Assistant

JOB DESCRIPTION

Summary

The Administrative Assistant position was created at our October 17, 2017, Leadership Meeting to respond to the realities of Praise & Worship as a growing congregation. The objective of this position is to help the pastor execute the daily and weekly tasks of **coordinating** and **communicating** the varied information, events and related items to our overarching vision of being a Christ-Centered, Disciple-Making community. This position will be compensated at \$15 per hour, with the expectation of 8 to 10 hours per week, not exceeding 15 hours per week, to be paid monthly, at the end of the month.

Duties

COORDINATION

- **Database:** Update and maintain our database of members, visitors and frequent visitors, including keeping contact information and history up to date.
- **Prayers:** Update and maintain our list of prayer requests, ensuring they are communicated appropriately (taking into account when privacy is either requested or appropriate) to ministry leaders.
- **Teams:** Coordinate between the pastor, team leaders and pertinent members of the PW leadership team plans, activities and other details related to our current teams (Reach-Out Team, Community Builders, TLC, Helping Hands for Christ and the Welcome Team) and future teams as needed.
- **Calendar:** Update and maintain our master calendar which will grow to include all events and or efforts between the many groups and teams at PW.
- **Resources:** Acquire and coordinate needed resources for Bible Study, Youth Discipleship and other ministry materials needed for Making Disciples.
- **Supplies:** Acquire and coordinate needed supplies for Sunday Morning and other ministry events.

COMMUNICATION

- **Announcements:** Update, organize and maintain current announcements that are shared after worship, and also through email and print as described below.
- **Weekly E-News:** Gather and summarize information for a weekly newsletter to be distributed through Email and Social Media.
- **Monthly “Hub Sheet”:** Gather and summarize information for a monthly news sheet to be distributed in print, placed on the Hub Table and also sent out as a Monthly E-News through Email and Social Media. This “Hub Sheet” will include the information that has been distributed in the Weekly E-News, current announcements, future events being planned and other important news related to the ongoing ministry at PW.
- **Mail:** Review all incoming mail to ensure timely responses and help prepare and send appropriate correspondence sent from PW.
- **Leadership Activities:** Develop, organize and update the communication of activities of the Leadership Team and other Ministry Teams to the general congregation to increase awareness and participation in the ministry.
- **Follow-Ups:** For visitors and members, communicate “welcome”, “thank you” or ministry-care messages.