

Church Administrative Assistant

Position: Part-time – 25 hours/week

Reports To: Lead Pastor

Position Description

The church administrative assistant offers clerical support to pastors and staff in the church's administrative offices. The position requires a strong attention to detail, the capability to communicate well with congregation members and visitors, ability to stay organized, as well as the ability to maintain a welcoming hospitable office environment for church members and visitors. We are looking for a self-starter, who is kind, organized, and works well with others.

The church administrative assistant handles a wide range of office tasks, from database management to answering phones; from website management to responding to emails, and acts as a liaison between the congregation and church's administrative branch.

Essential Duties and Responsibilities:

Administrative/General Office & Reception

- Assist/support pastors and staff, ministry and leadership team members, congregation members as needed or when requested.
- Type, proof, print and assemble bulletins and inserts.
- Solicit and compile monthly LT reports.
- Archive team and LT minutes/official documents.
- Solicit and compile annual report (once a year).
- Create forms for office use.
- Receive and distribute mail, accept deliveries.
- Service calls for office equipment & inspections.
- Order coffee and office supplies/paper.
- Order kitchen and building supplies when requested.
- Coordinate office volunteers.
- Create online signup forms.
- Limited administrator duties for phone system, website, membership database (Breeze).
- Inventory, stocking, and maintaining resource room.

Calendar/Scheduling/Maintenance

- Track/Schedule events and building usage and rental requests for GEECC; keep church calendar. Update in google calendar, bulletin insert, website.
- Coordinate weekday and weekend setups, cleaning with custodial crew.
- Notify facility or property and equipment manager of building needs when noted.

Communications

- Create and send e-newsletter.
- Create/Draft/Process churchwide mailings and emails.
- Prepare staff meeting agenda.
- Take staff meeting minutes and send to staff each week.
- Weekly review and update of website to maintain clear timely communication.
- Review and Update social media platforms as necessary.

Membership Tracking

- Track attendance names and numbers in appropriate spreadsheets; compile numbers for ECC and Annual Report.
- Keep record of pastoral acts (births, baptisms/dedications, membership changes, confirmations, marriages, deaths).
- Update member database when needed.
- Create reports/lists from database as requested.
- Create membership directories when requested.

Membership Care

- Answer phones and emails, answer inquiries, direct calls or relay messages.
- Receive and track prayer requests and provide to pastors and weekly email prayer letter volunteer; update and send prayer letter when volunteer unavailable.
- Notify all pastoral staff of member hospitalizations, pastoral needs, urgent prayer requests, etc.
- Prepare baptismal/dedication certificates.
- Order sympathy plants for member families who have experienced a death.
- Keep record of visitors, changes of address, requests for contact/interest in, and inform pastoral or ministry staff if appropriate.
- Assemble new membership class materials.

*Other duties as assigned or requested.

Required Knowledge, Skills and Abilities

- Committed follower of Jesus Christ, and the mission of Glen Ellyn Covenant Church.
- Proficient in Office 365 (Word, Excel, PowerPoint, Publisher), Google calendar, Squarespace, and Adobe.
- Understanding of social media platforms (Facebook, Youtube, etc.)
- Professional attitude with a can-do spirit that is resourceful, organized, anticipates needs, and is creative in problem solving.
- Able to clearly and effectively communicate written and verbal information to congregation and visitors.
- Friendly and courteous. Relates well to all kinds of people and builds effective team relationships.

- Demonstrates patience and understanding when communicating with coworkers, congregation members, and visitors to the office.
- Able to advocate for self and/or ask for clarification as needed and has a teachable spirit that is open to correction.
- Able to view this role as a vital part of the ministry of Glen Ellyn Covenant Church.

Education and Experience

- Minimum of high school diploma required. BA preferred.
- Basic office work experience preferred.

Work Environment and Expectations

- The majority of the workday will be spent in an office setting. Some light walking and lifting is required.
- Office Hours: Tuesday -Thursday, 9:00 a.m. to 4:00 p.m. Friday, 9a – 1p. These hours may vary slightly, depending on need.
- Job review will occur after first 90 days, yearly evaluations will follow.

To apply please email a cover letter and resume to jeff.root@gecovenant.org