

# Faith Christian Reformed Church

## Administrative Assistant

### *Job Description*

### **Position Summary**

The Administrative Assistant will organize and manage various areas of church life in support of the ongoing ministries of Faith Church and the work of office staff. (Approximately 10 hours per week).

### **Qualifications:**

1. Love for the Lord and a willingness to support the ministries of Faith Church.
2. Proficient in or a willingness to learn Microsoft Office, Google Workspace, ChurchTrac database management, and other software as well as general office equipment and technology.
3. Ability to give gracious and, at times, discrete assistance to staff, members, and guests of Faith.
4. Ability to effectively communicate both verbally and in writing.
5. Ability to be well-organized.

### **Responsibilities**

#### *General Communications*

1. Regularly update website, social media, mailings, and other church communications.
2. Maintain ChurchTrac and Church Connect with updated membership information, volunteer communication, and giving information.
3. Manage mail, phone calls, church email and office equipment..
4. Be responsible for the printing and distribution of church communications and materials.
5. Assist with preparation of Pro Presenter slides and other worship materials.
6. Assist with administrative tasks associated with church communications such as preparing mailings, formatting brochures, and bulletin graphics, etc.
7. Maintain the welcome center with current information.
8. Update and maintain the proper records needed for Classis and the Denomination.

#### *Office, Property, and Supplies*

1. Order regularly needed supplies for the office, kitchen, and worship service.
2. Maintain the church calendar for activities and church rentals.
3. Manage the weekly door lock weekly schedule and ensure additional guest and volunteer entry to the building as needed.
4. Maintain records for Faith properties such as elevator license, van insurance, etc.

5. Assist members in borrowing items from church that are available for loan.
6. Schedule coffee servers for Sunday morning hospitality and communicate with coffee supplier for provisions.
7. Set schedule for Sunday am greeters.

Additionally, the Administrative Assistant will assist the Faith Staff with requests for help as well as perform additional reasonable duties approved by the Senior Pastor.

## **Accountability**

The Administrative Assistant will be accountable to the Senior Pastor.