VINEYARDMARYSVILLE

Job Description - Church Administrative Assistant (rev. 2024)

The Church Administrative Assistant is a vital role that keeps the gears of the business side of the church in motion and running smoothly. The Admin Assistant reports to the Lead Pastor and serves the Church, Staff, and Elder Team members as needed. This person is responsible for the administrative functions of the church and coordinates the general building usage. This is a paid position consisting of 12 hours per week. It is an "at will" employment position. The key responsibilities consist of but are not limited to the following:

Office Management

Maintain the church office and ensure it operates efficiently. These duties include managing office supplies and restocking when necessary, operating office equipment and technology, as well as organizing files and records in a standardized method for easy retrieval following established record managing protocols.

Database Management

Maintain the church website with pertinent information and update Planning Center, including membership and church records, attendance data, and visitor workflows and contact information for effective outreach and communication. Strong computer skills encouraged.

Administrative Support

Provide administrative assistance to the Lead Pastor, Church Staff, Elder Board and various ministry teams. This could involve preparing documents, scheduling appointments, and helping with day-to-day tasks to support their work. You will meet with the Lead Pastor weekly to review the week's schedule and needs.

Visitor and Member Support

As the face of the Church office you will be the first impression that people have of our church. Therefore, you must greet and assist visitors, members, and volunteers in a warm and friendly manner. Address their inquiries, provide necessary information, and offer guidance as needed via e-mail, mail, and social media outlets. You will also collaborate with the Congregational Coordinator for church members who need sympathy, get well, or encouragement cards. You must also maintain confidentiality on all church related information.

Event Coordinator Support

Assist the event coordinator in planning and coordinating church events, meetings, and activities with church members and staff. This may involve managing the church's calendar (Planning Center, Bulletin Board, Office Hallway), booking venues, sending invitations, and providing necessary support during the events as well as sending out timely reminders to whom it concerns.

Bookkeeper Support

You will be responsible for assisting the bookkeeper with financial duties such as tracking expenses and handling donations as well as maintaining confidentiality of all financial records.

Required Knowledge, Skills and Abilities

- Must be committed to the church's mission and values.
- Must be organized and have a keen eye for detail and efficiency.
- Must be able to communicate effectively both verbally and in writing.
- Must be a self-starter with an innovative approach to administration.
- Must be knowledgeable with a variety of technology, able to maintain the website, and work with general data processing duties.
- Must be able to meet weekly deadlines while working independently and in team environments.
- Must be able to multitask and prioritize duties independently and assist church members when members of the pastoral staff are unavailable.
- Must be cognizant of working with sensitive and personal data to maintain confidentiality.
- Must be courteous and tactful.

Education and Experience

- High School Diploma or GED equivalent required.
- Associate's degree or Bachelor's degree preferred.
- At least two years of clerical or administrative experience is preferred.
- Proficiency in Microsoft Office is preferred.

Work Environment

Work hours: Monday, Tuesday, & Wednesday (9:00 AM - 1:00 PM). Time is spent in a church office, divided between administrative duties, attending to the needs of our people, and a once a month Leadership Community evening meeting.