



DETAILED MINISTRY DESCRIPTION

Administrative Assistant

Title

Administrative Assistant

Purpose

The Administrative Assistant provides a variety of broad-based clerical and office support services for ministry areas. This position organizes the activities and functions of the office and coordinates the flow of information to the ministry area.

Reports to

Staff Pastor

Key Results Area

The Administrative Assistant has the opportunity to be deeply involved in the lives and ministry of the church and its outreach to the community; the opportunity to get to know the members, new members and volunteers; to help give a positive first impression of Grace Baptist Church and to assist the various ministry areas efficiently and effectively.

- Organize and manage the day-to-day activities and ensure the efficiency of the office's operation.
- Perform general routine clerical duties relating to the individual ministry area.
- Timely process and communicate information received and meet all deadlines.

Description of Duties

- Support the various ministry initiatives, when appropriate, along with special event-driven activities and programs.
- Schedule appointments, meetings, and conferences for staff pastor.
- Remain knowledgeable of all events / functions of ministry area and communicate accurate information when questions are asked.
- Perform research and complete reports as requested.
- Prepare individual ministry area communication (reports, cards, correspondence, flyers and other printed material) with attention to accuracy and detail.
- Assist in planning and coordinating with volunteers for the various ministry area.
- Analyze current systems / processes and bring forward suggestions for improvements.
- Timely greet guests and church staff when providing front desk assistance. Ensure a pleasing atmosphere by guests, church members, and staff members.
- Operate a personal computer and other related equipment as appropriate.
- Attend All-Staff meetings, and any other meetings and training seminars as requested.

We Want – Must Haves

- A demonstrated ability to maintain sensitive confidential church information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good ‘people’ skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Knowledge and principles of preparing correspondence, forms, reports, etc.
- Knowledge of principles and procedures of record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office organization, operations, office equipment and methods.
- Proficient in all Windows based software.
- Excellent organization skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma or job training and experience that qualifies for the position.

We Want – Like to Have

- Three to five years of work history within a church environment of 2,000 or more worshippers to foster a complete understanding of the requirements of the administrative assistant position.
- College education with desire to seek additional training through conferences, networking and seminars.
- Possess one or more of the following gifts: Administration and Serving.

Time requirements

This is a full-time position as outlined in our Employee Personnel Manual.

Summary

We are seeking a person who loves serving in the church; becoming involved in the lives and ministry of the church staff, volunteers, members and guests. This person will have proven experience in the areas of administrative assistant office procedures and will partner with all team members to ensure efficiency.