

# Administrative Assistant

FLSA Status: Exempt

Reports to: Executive Pastor

FTE: Full-time (40 hours/wk)

## Job Overview

The Administrative Assistant provides administrative support in carrying out the operational responsibilities of the City Church office and ministries. This individual is also the primary administrative assistant for the pastors. The successful employee carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact the church office, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

## Responsibilities and Duties:

### *Support for Pastoral Staff*

- Assist pastors with organizational, communication, and administrative tasks, such as scheduling appointments, meeting and travel requirements, preparing and sending correspondence, emails, preparing reports, presentations, running copies, scanning and filing papers, performing research, taking notes, etc.

### *Office/Clerical Support*

- Serve as receptionist, screening and routing incoming calls and visitors to the church. Warmly greet persons with a friendly, courteous, and helpful attitude. Provide pertinent and appropriate information to callers and/or visitors.
- Assist with planning, logistics coordination, and communication regarding events and activities of the church.
- Maintain church calendar, including scheduling and communication of ministry events.
- Plan and organize church events and oversee all event logistics, including lining up volunteers, catering, facilities, and other logistics.
- Monitor and maintain office supplies.
- Check, distribute, and process incoming mail.
- Process bill payments, reimbursement requests, payroll, code expenses, and other miscellaneous financial tasks.
- Participate in weekly staff meetings, direct report meetings, and other church meetings.
- Manage, update, and print weekly and monthly bulletins.
- Other duties as assigned.

### *Volunteer Management*

- Assist ministry leaders with volunteer scheduling, team communication, and other ministry team administrative duties as needed.

### *Facilities Management Assistance*

- Develop and manage systems for processing event, facility, and maintenance requests. Process and follow through with all requests.
- Maintain an organized and clean facility.

### *Social Media Coordinator*

- Oversee and manage social media accounts, website, and all church communication platforms.

### **Qualifications:**

- Demonstrated people and team work skills
- Strong ability to process, prioritize, and complete tasks in a timely fashion
- Strong organization skills and attention to detail
- Ability to multitask and handle requests from multiple sources
- Self-motivated and able to take initiative
- Have effective verbal, writing, and editorial skills; proficiency in English
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Apps (Gmail, Calendar, Drive); proficiency with design software Adobe Suite a plus
- A caring attitude that exhibits the patience, love, and joy of Christ
- Ability to exercise discretion and keep confidentiality
- Administrative experience is desired but not required

### **Requirements:**

- Committed to a personal, growing relationship with Jesus Christ that is marked by Christian faith, repentance, fruit of the spirit, and godly character
- Committed member or participant intending to become member at City Church
- Agreement with and adherence to City Church's Statement of Faith, theological distinctives, and philosophy of ministry
- A.A., B.A., or B.S. from accredited college or university

### **Scheduling:**

- Core office hours will be 8:00am to 5:00pm Monday to Thursday

- The other four hours will be flexible week-to-week, depending on the demands and necessities of that week's schedule

**Compensation & Benefits:**

- Salary beginning at \$32,240 for entry level plus a \$4,000 health insurance allowance
- 403(b) Retirement (3% base employer contributions plus 100% matching of employee contributions up to 3% salary)
- Long-term disability
- Accrued paid time off and sick leave
- Annual bonus (contingent on end of year budget)