
1603 Rainier St. Steilacoom, WA 98388

Job Description for Administrative Assistant

(Attach to Annual Work Agreement)

HOURS:

Tuesday–Friday, 9:00 a.m. to 3:00 p.m.

Weekend hours may also be required depending on church programs & events.

PAY RATE:

Rate of pay commensurate with experience and qualifications.

POSITION TITLE: ADMINISTRATIVE ASSISTANT

This is a part-time (up to 30 hours per week), non-exempt staff position. The Administrative Assistant is hired by, and serves at the pleasure of, the lead pastor. A letter of appointment/work agreement from the pastor and personnel committee shall be granted on an annual basis. The rate of pay will be established by a separate letter of appointment/work agreement. All terms of employment shall be consistent with the [SCC Church Employee Handbook](#).

RESPONSIBLE TO:

The Administrative Assistant will report to the Lead Pastor and in addition will work closely with the other staff members and church leaders. The Lead Pastor and a representative of the Personnel committee will participate in an annual performance evaluation and will provide direction on priorities as they relate to the needs of the church.

FUNCTION:

The primary function of this position is to assist the church in fulfilling its purpose to “Glorify, Grow and Go” by coordinating and overseeing all activities of the church office and provide a single point of contact. This includes maintaining a cheerful, organized and friendly atmosphere for all who enter the office area; meeting the needs of guests, volunteers, congregational members, and pastoral staff; coordination and scheduling of events; and maintenance of office supplies and equipment.

ESSENTIALS:

Since this position acts as an ambassador for the Church, and is often the first person an outside contact speaks with, it is imperative that this individual possess the following characteristics:

1. **Caring attitude**—present a warm, friendly image to all callers and visitors, conveying a genuine concern for their needs and a desire to provide exceptional service.
2. **Discretion**—must be able to exercise discretion in dealing with the public and have the ability to handle confidential information in a careful and secure manner.
3. **Dependable**—able to meet deadlines, remember important details, routinely complete assigned tasks, and be reliable in general.
4. **Time management and organizational skills**—this position has multiple and frequent interruptions, causing a constant re-prioritization of responsibility to meet multiple demands.

OTHER REQUIREMENTS:

1. A genuine growing relationship with Jesus Christ.
2. A willingness and ability to learn new tasks and functions.
3. Exhibit a “whatever it takes” attitude.
4. Excellent command of English - spelling, grammar and punctuation.
5. A four year college degree or equivalent work experience.
6. Strong language and typing skills with computer competency and aptitude with all church software.
7. Personal dress and appearance appropriate to the business and ministry of the Church.
8. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
9. Personal integrity and self-motivation in the fulfillment of ministry.
10. Ability to effectively communicate (both written and verbal) with church members, vendors, staff, and others.
11. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.

12. Comfortable and current with technology, especially the Google Apps for Business platform.
13. Affirmation of the church's stated [purpose, statement of faith and core values](#).

JOB DUTIES:

Daily/As Needed

1. Accurately maintain church calendar in detail.
2. Process incoming and outgoing mail in a timely and appropriate fashion.
3. Process accounts payable including reconciliation of accounts and creation of reports. These tasks are completed in conjunction with the Finance Team.
4. Organize, track, and appropriately respond to church mail, e-mail, voice mail, etc. requiring staff involvement.
5. Notify Pastoral Staff and appropriate church leaders when a congregational member needs special attention, is seriously ill or injured, having surgery, or dies.
6. Know schedules and whereabouts of staff members and how to contact them in an emergency.
7. Disseminate changes in scheduling to appropriate personnel, board chairs and committee chairs.
8. Maintain all bulletin boards and information centers throughout the church with up-to-date information and seasonal design.
9. Maintain prayer chain.
10. Follow-up, track, and file attendance logs, visitor cards, prayer requests, volunteer skills, etc.
11. Maintain and update all informational packets and standard forms having them readily available (i.e. Counseling, Marriage, New Members, Baptism, etc.).
12. Maintain accurate resource tickler files and initiate as required.
13. Maintain complete, orderly and up-to-date files on all areas of church life, business, facilities and ministry in both hard copy and digital formats.
14. Responsible to see that all Membership, Baptismal, Baby Dedication, Funeral, Marriage, etc. records and certificates are artfully prepared. Make copies of each and keep excellent files and records in Church office. Put originals in appropriate envelopes.
15. Know where all office supplies are stored and maintain inventory. Maintain list of needed supplies.

16. Respond to problems with office equipment and take appropriate action to remedy the situation.
17. Maintain the church's database and official records of the church (Google Apps). Daily update member information, visitor contact information, and add new information as it is received.
18. Regularly backup computer data.
19. Organize and maintain operational and/or procedural information on copier, duplicator, phone system, computer systems, fire alarm system, and other church systems.
20. Update display signs and message centers with periodic program changes.
21. Secure additional help if the seasonal workload becomes too burdensome to complete within the allotted hours.
22. Miscellaneous and other duties as assigned by your supervisor
23. Conduct background checks for all volunteers as needed and maintain confidential records.
24. Responsible for maintenance of the church's domain registration, web site (digital presence, Facebook, etc.) and Google Apps account(s).
25. Other duties as may be assigned.

Weekly

1. Publish weekly bulletin for Sunday morning. This includes the following procedures:
 - a. Assemble information for weekly bulletin.
 - b. Compose bulletin announcements that are pleasant and briefed with facts.
 - c. Layout and edit weekly bulletin to be informative, accurate and pleasant.
 - d. Have bulletin proofread by at least one other individual prior to production.
2. Make sure pertinent calendar items are communicated to the congregation via the weekly bulletin or other means as necessary.

Monthly

1. Produce and disseminate monthly council agenda and accompanying materials in cooperation with the pastor and moderator of the church.

Quarterly

1. Produce and disseminate quarterly congregational business meeting agenda and supporting material in cooperation with the pastor and moderator of the church.
2. Seasonal bulletin board maintenance.

Annually

1. Assemble and disseminate annual report.
2. Produce and disseminate congregational business meeting agenda and supporting materials in cooperation with the Pastor and the Council Chair.
3. Record with state the church's incorporation and non-profit status. (This should be received in the U. S. mail).

Always

1. Maintain an appreciative and helpful attitude toward all volunteers and provide office assistance as necessary.
2. Be friendly and helpful to people on the phone with an attitude that says, "What can I do to help you?"