

ALL SAINTS CHURCH: JOB DESCRIPTION

www.allsaints-church.com

Administrative Assistant

updated: Friday, May 3, 2019



- I. DESCRIPTION - Perform general administrative, secretarial, and communications tasks in cooperation with the Pastor of All Saints.
- II. POSITION RESPONSIBILITIES
 - A. Pastoral
 1. Maintain and coordinate the Pastor's schedule.
 2. Prepare and assist the Pastor with required documents for events and meetings such as session/consistory/presbytery meetings, etc.
 3. Collaborate with the Pastor to make sure that his efforts and schedules fit his priorities.
 4. Maintain discreet and mindful communications of members needs such as deaths, illness and other crises.
 - B. Administrative
 1. Accomplish tasks accurately and on time, under the supervision of the Pastor and cooperation with the other lay leadership.
 2. Thoroughness when gathering and/or compiling details for all church events to ensure clear communication across all channels.
 3. Be proficient in publishing content to digital platforms such as the church website (Squarespace) and our internal member communication platform (Instantchurchdirectory.com).
 4. Promptly respond to all telephone voicemail and email questions with helpful information (24 hours or less).
 5. Compose, edit, and send church wide emails. This would include the 'Sainly Synopsis' and other event related emails.
 6. Perform other administrative duties as assigned by the Pastor.
 - C. Secretarial
 1. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
 2. Complete tasks accurately paying close attention to detail.
 3. File sermons, reports, correspondence and other assigned materials.
 4. Keep the church calendar accurate and up to date at all times.
 5. Type letters or other documents as needed; use word processing equipment as required. (This may include editing graphics)
 6. Conduct thorough on-boarding of all new church members (i.e. - get them access to members only Telegram channels, member portal, solicit directory information, inform them of who their elder is, etc.)
 7. Edit and prepare weekly bulletins and other documents as requested.
 8. Purchase supplies including pickup or delivery arrangements.

9. Prepare and maintain mailing lists and church roster. (both postal and electronic)
10. Photocopy documents and assemble as needed.
11. Send routine letters and documents as needed/requested. (e.g. - birthday cards, etc.)
12. Maintain schedule regarding building usage and key checkout as outlined in church policy.

III. POSITION QUALIFICATIONS

A. Personal

1. Must be a Christian and demonstrate a real love and concern for all people.
2. Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
3. Must show a willing attitude of Christian service to their position and its responsibility.
4. Must be an active member of a local church in good standing.

B. Professional

1. Must have general knowledge of all church office equipment, tools and supplies as well as a willingness to further their training.
2. Must possess good written and verbal communication skills.
3. Must be able to use professionalism and tact when dealing with various types of personalities, both over the phone and in person.

IV. POSITION EXPERIENCE AND TRAINING

1. Minimum of a high school diploma, some college preferred.
2. Experience with Microsoft Office and the Apple equivalent, including Word, Excel, Powerpoint, Pages, and Numbers
3. Experience curating, manipulating, and/or creating aesthetically pleasing graphics for documents.
4. Knowledge of basic accounting/bookkeeping procedures utilizing good organizational skills.
5. Basic understanding of Squarespace desired, but not required.

V. SUPERVISION AND OVERSIGHT

1. The immediate supervisor of the Administrative Assistant is the Pastor, in cooperation with the Consistory (elders and deacons) of All Saints.
2. The Session (elders) is ultimately responsible for any staff (per the Constitution of All Saints).

VI. COMPENSATION AND EVALUATION

1. Compensation: This position is considered "contract labor" with a rate of \$15.00-20.00 per hour
2. Hours: Maximum of 20 per week.
3. Review: This position will be reviewed after 3 months of service and then at least annually. Further compensation will be considered on the basis of needs, effectiveness, and budgetary considerations.

For Inquiries, contact Gregg Strawbridge, Pastor - 717-682-7052 or gs175@mac.com