



## **JOB DESCRIPTION**

### **POSITION: Administrative Assistant**

**DEFINITION:** You will be the face of our church. This position is akin to an office manager handling communications, office administration, and weekday interfacing with the congregation and guests. Confidentiality: Strict confidence shall be

maintained on all matters relating to the church, the Pastor, the staff, and parishioners.

### **DUTIES:**

- \* Maintain regular weekly schedule of hours.
- \* Greet visitors and provide assistance as required.
- \* Answer telephone, ensure callers are properly directed, and deliver messages to appropriate persons.
- \* Design and composing weekly church bulletin, powerpoint and at home worship preparation. Prepare, copy, and distribute worship materials for lay readers and musicians. As indicated prepare worship slides, altar flower identification and special handouts.
- \* Connect Center: Maintain sign-up sheets for lay readers, flower donations, childcare and other volunteer duties. Maintain information materials and supplies.
- \* Review and record information of visitors, new attendees, and persons requesting pastoral visits. Prepare letters and send to visitors and new attendees. Report any requests for follow-up to the Pastor.
- \* Provide clerical and administrative assistance to the Pastor and staff.
- \* Provide clerical and administrative assistance to church officers and committees as requested. Coordinate communication for the Pastor, Church Staff, Elected Officers, Committees and Parishioners both internally and externally.

- \* Membership Information/Historical Records is important. Input and maintain membership information on appropriate software program. (This is understood to be a long-term project initially.) Gather and safeguard historical records.
- \* Maintain the church electronic calendar of events in conjunction with the appropriate representative from the Board of Trustees.
- \* Compiling and sending weekly upcoming events via flocknote
- \* Compiling and formatting monthly church newsletter preparation/ mailing. Recruit and receive newsletter material. Copy and collate newsletters.
- \* Creation and mailing of postcards/e-mails for committee meetings, special events and church activities
- \* Maintaining e-mail distribution list, mailing list
- \* Updating the electronic sign and website page (tutorial will be given)
- \* Updating the church's Facebook page including creating events, event posts, pictures
- \* Assisting the Pastor in any way to help with the daily workload
- \* Scheduling and maintaining a calendar of activities in the church building. Scheduling the maintainer of church building
- \* Communicating with user groups
- \* Updating the marquee in front of the church
- \* Restocking office supplies and printer supplies

**MINIMUM QUALIFICATIONS:** The administrative assistant must be proficient in using Microsoft Office, social media, email, proven proficiency in graphics design. High school graduate. College or technical school a plus. The person's organizational, proofreading, and written and verbal communication skills should be of high quality. A working knowledge of copy machines and postal regulations would be helpful. Bilingual will be plus.

**PERSONAL QUALIFICATIONS:** The Assistant should be efficient, personable, and reliable. Since they are often the first contact the community /church members have with the church their attitude

should be comfortable, warm and service oriented. We seek an individual who is detail-oriented with good memory skills and the ability to take clear, concise instruction. The Assistant should be honest, punctual, willing to be flexible and accept changes in working time and tasks. The Administrative Assistant must operate with the utmost confidentiality, as they will have access to sensitive information regarding church members.

**POSITION RELATIONSHIPS:** The administrative assistant reports to the Pastor and is also overseen by the Staff-Parish Relations Committee. The administrative assistant works with all staff relating to publicity, communications, and other office-related needs of ministry areas. The administrative assistant also works regularly with committee chairs and ministry leaders.

**TIME COMMITMENT:** It is expected that the Administrative Assistant will work 20 hours per week.

**COMPENSATION:** This position is paid on an hourly basis. Time cards are to be submitted monthly. Paid time off and holiday time is described in the Personnel Policy.

**EVALUATIONS:** Newly hired individuals will be under a 3 month probationary period. This is a non-contract position with evaluations expected at the end of 90 days and annually thereafter.

**CONTACT:** Please send your resume by post or email.

**Postal address:** Attn. Betty Rohr, P O Box 915, West Chicago, IL 60186

**Email address:** bwrohr@gmail.com