

## **Administrative Assistant Job Description**

OBJECTIVE: To perform office responsibilities which further the ministry of the church.

RESPONSIBLE TO: The Pastor and the Personnel Committee (Pastor manages day-to-day activities with oversight / consultation provided by the Personnel committee)

### RESPONSIBILITIES:

1. Maintain regular office hours (as determined/16 hours per week shared), presenting a welcoming and helpful presence to all who call, e-mail, or visit.
2. Generally provide the administrative assistance necessary for the furtherance of the church ministry, upon assignment by the pastor.
3. Provide administrative and special-project assistance to the pastor.
4. Receive, screen, and route incoming calls. Take action and/or messages as appropriate.
5. Sort and route incoming mail.
6. Produce the weekly worship bulletin. Produce other church publications as needed.
7. Prepare and mail church mailings and/or distribute church information, as needed.
8. Maintain church database of members, visitors, and friends.
9. Record worship attendance, prepare visitor letters, and note absence patterns for follow-up.
10. Routinely maintain and update the church website to keep it dynamic and current.
11. Maintain the church activity calendar and coordinate the Olive Branch facility-use calendar.
12. Coordinate, supervise, and assist volunteer office staff, as needed.
13. Purchase and maintain office supplies and coordinate the maintenance of office equipment.
14. Ensure confidentiality of all sensitive information.
15. Evidence a manner of life that is consonant with the Christian faith held by the church.