



Part Time Administrative Assistant Job Description

Summary of Position

The Administrative Assistant is one of the church's leaders and liaisons and must believe in and demonstrate the church's teachings in her/his life and work. The administrator regularly coordinates with the pastor, church volunteers, committee members, wedding and funeral coordinators and other staff members. He/She must also maintain communication with parishioners and the local community both in person and through the church's website and social media pages.

The Administrative Assistant is integral to the smooth operation of a church. He/She is the first-person visitors and newcomers come across at the church, whether by phone or in-person, and is essential to the church's public image and outreach. Critical qualifications for anyone occupying this position are discretion, a positive attitude, strong problem-solving abilities and excellent interpersonal skills.

Office Management

The church administrator runs the day-to-day operations at the church. Duties include maintaining church records and personnel files, ordering and stocking office supplies, keeping computer files backed up and maintaining office equipment. Other tasks include creating and distributing church bulletins and newsletters, managing birthdays, anniversaries, graduations and other special events in the lives of church members.



New Member Onboarding

The Administrative Assistant is responsible for implementing and managing the onboarding and beginning relationship with New Members (Virtual and In-Person).

Soft Skills:

- Time management.
- Creativity
- Follow Thru
- Self-Starter
- Punctual
- Discretion
- Communication.
- Adaptability.
- Ability to perform under pressure.
- Listening.

Hard Skills:

- Event Planning
- Office 360
- Social Media Platforms.
- Website and App Integration
- Presentation Skills.
- Management Skills.
- Technical and Business Writing Skills.