POSITION DESCRIPTION: Senior Administrative Assistant

PRIMARY PURPOSE & FUNCTION
The Senior Administrative Assistant works with the Senior Minister, Ministers & Elders in the organization and coordination of the church's operations. This individual must have an internal desire to serve, assist and maintain confidential information.

KEY RESPONSIBILITIES
- Maintain member and Church information in the Church's software system (Ministry Platform)
- Be the Church's "voice" on the phone with members and potential members
- Assist Senior Minister, Ministers & Elders with
  - prayer requests
  - correspondence to/from members/potential members, and Connection Group Leaders
  - meals for meetings
  - pastoral and Connection Group events
  - organizing funerals
  - organizing travel arrangements for speakers and guests
  - maintaining info and coordinating the New Member Session (incl food)
- Back up to the Receptionist, Communications Dir, and Finance Assistant

KNOWLEDGE & COMPETENCY REQUIREMENTS
- A champion of the church staff culture
- Possess the ability to maintain a composed countenance under pressure
- Flexible and able to change tasks quickly
- Reliable and on-time
- Positive and upbeat personality
- Team player
- Detail oriented and organized
- Familiar with social media
- Proficient with the Microsoft Office Suite (Word & Excel)
- Proficiency with database input and reporting is desired

POSITION DETAILS
Payroll Status: Non-exempt, hourly
Classification: Full-time
Schedule: 32 hours minimum
Core hours and days are negotiable

STAFF CATEGORY
Office Staff

REPORTS TO
Senior Minister

CONSULTS WITH
Senior Staff
Minister

TEAM LEADER
Senior Minister

EDUCATION REQUIREMENTS
High School Diploma at a minimum and College is desirable
Prior work experience in this role is required

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

Issue Date: 10/30/19
Revision Date: 10/30/19
Revision No.: 2019.1

First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.