

**ADMINISTRATIVE ASSISTANT, SOUTH CRESTVIEW CAMPUS**

**Position Title:** Administrative Assistant  
**Part-Time (20 hours weekly; Tuesday-Thursday); Non-Exempt**

**Date:** August 2021

**Supervisor:** Campus Pastor

**Purpose:** To serve as an ambassador of our church to members and to the public. To actively support the Campus Pastor in the administration of all business functions of the church in order to impact our community for God's Kingdom. To organize and coordinate all administrative aspects of the business functions of the church maintaining a high level of confidentiality.

**PRIMARY DUTIES:**

1. Answer telephone in a positive manner providing information about the church to callers, screen and direct calls, transferring calls as necessary
2. Welcome individuals entering the church, answering questions or directing them to the appropriate staff member
3. Prepare weekly E-letter.
4. Prepare weekly App announcements and graphics.
5. Maintain the Ignite Sign, updating the sign with messages directed from the Campus Pastor. Maintaining the sign with WatchFire Support staff as needed.
6. Organize resource schedule, updating Eventu web calendar with all new/updated scheduling of campus rooms and resources
7. Update Microsoft Outlook calendar (SC events calendar) with events as necessary.
8. Maintain or oversee timely and updated information is displayed on TV monitor in office foyer and for auditorium loops.
9. Prepare or oversee report of absentee members/prospects is prepared weekly. Oversee or contact absentee members/prospects
10. Prepare publications for events and scheduling of resources to include app, web pages, fliers, social media etc.
11. Assist Campus Pastor as directed.
12. Create sermon Power Point each week.
13. Prepare letters, emails and documents as needed, including weekly welcome/first check letters and response card emails.
14. Prepare and maintain various reports (i.e. preaching schedule, resource schedule)
15. Sign for packages, receive and sort mail.
16. Maintain signing out of church keys and credit cards.
17. Oversee the development and support of the office budget, ordering supplies and postal stamps.
18. Submit receipts with appropriate account billing information to Administrative Assistant to Finance; request reimbursements and invoice payment through financial portal.
19. Make deposits for monies received, and receive funds for special events as needed.
20. Support Ministerial staff as time permits
21. Train volunteers
22. Uphold the Staff Covenant.

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## SKILLS DESIRED:

1. Dedicated Christian
2. Compassionate human relational skills
3. Ability to work well with team members and external vendors
4. Strong organization skills
5. Self-starter
6. Ability to multi-task
7. Highly proficient in Microsoft Office
8. Strong computer skills
9. Ability to easily grasp new software programs
10. Able to delegate and empower volunteers
11. Budgeting skills
12. College degree in Business Administration, or 3 years equivalent Administrative work experience desired

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## KEY PERFORMANCE MEASUREMENTS:

1. An observable organization of daily functions of the office
2. Feedback from staff on helpfulness and efficiency
3. Administrative needs are being met

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## CONTINUING EDUCATION DESIRED:

Attend position appropriate seminars, workshops and conventions as requested and approved by supervisor.