

# Administrative Assistant

## Job Description

*This position reports directly to the Pastor/Head of Staff in assisting the Federated Church to accomplish its mission and ministries.*

### **Reception**

- Staff the church office during regular office hours (Mon-Thurs., 9AM-4PM; Friday, 9AM-12PM)
- Answer phones, relay calls and take messages during scheduled office hours
- Greet people who come to Federated Church, and assist or direct them as necessary
- Assist clients seeking financial aid from the Local Mission Fund

### **Communications**

- Assemble and distribute weekly worship bulletins, inserts, *Monday Memo*, *Wednesday Word*, Facebook posts, etc.
- Send weekly bulletins and sermons to at-home members
- Prepare extra bulletins for special services as directed/required
- Format, duplicate, collate and mail the monthly newsletter
- Keep current/accurate information on church bulletin boards
- Maintain the Federated Church website, maintaining current/accurate information
- Send reminders to committees, snack providers, lay readers, coffee hosts and volunteers
- Assemble and distribute seasonal postcards and Annual Meeting Reports
- Personalize, print, and mail annual stewardship letters

### **Record Keeping**

- Maintain current/accurate membership information in the church's online database
- Update church directory/database, mailing lists, lists of committees and Board members, Sunday School and youth groups as necessary
- Keep records relating to the Local Mission Fund/Federated Mission Fund and of assistance given
- Prepare certificates for new members, baptisms, confirmations
- Keep on file the minutes from all church committees
- Assist the Clerk of Session in keeping accurate records and minutes in official registers

### **Office Management**

- Assist Boards and Committees with their work
- Purchasing (office supplies, kitchen supplies, flowers for worship, committee items, etc.)
- Make name tags for ushers and greeters (weekly)
- Working knowledge of Word, InDesign, Power Point, Publisher
- Familiarity with Adobe Photoshop, WordPress (website), Xcel

### **General**

- Maintain confidentiality
- Work in a congenial manner with pastor and members of the staff
- Relate to members and friends of the church in a warm and hospitable manner
- Perform other clerical duties as requested by the Pastor/Head of Staff