



GRACE PRESBYTERIAN CHURCH POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

Effective Date: September 22, 2023

Title: **Administrative Assistant**

Classification: Full-Time, 40 hours/Week – Non-Exempt (Hourly)

Schedule: M-F 8:30am – 5pm

Benefits: PTO, Health Benefits, and Life Insurance

General Purpose: This role is responsible for executing administrative duties that support the ministries and operations of Grace Presbyterian Church. This position is a member of the Church Administration Team.

Reports To: Executive Administrator. Directly supports the Head of Adult Ministries, various Ministry Leaders, and the Communications Director.

Supervises: N/A

Key Job Responsibilities:

- Oversees the input and follow-up of all **Connection Card** information collected on Sundays including:
 - Attendance tracking: Responsible for inputting and working with volunteers to input all attendance information collected from connection cards or entered online for church events including worship and Sunday School.
 - Prayer Requests: Responsible for collecting, organizing, and distributing prayer requests to the church staff and prayer ministry participants.
 - New Attendees/Membership tracking: Maintains membership process from first time guest welcome emails to becoming a member.
- Provides direct administrative support to Adult Ministry Leaders & Pastors
 - Meets weekly with the Adult Ministry Pastors regarding membership queues, upcoming baptisms, event resources and online calendaring, and promotional needs.
 - Inputs ministry event details into our online church events software and works closely with Pastors to ensure that all resources are requested and coordinated in advance of the event.
 - Takes minutes at weekly Adult Ministry Team meeting, sending out action items to all team members.
- Provides support to the Communications Director by creating entry level graphics for promotional and marketing campaigns. (Adobe Creative Cloud is a plus)

- Provides administrative support for special worship events requiring ticketing, registration, or hospitality. There may be a few occasions annually where overtime is approved to facilitate on-site administrative support at major church events such as the Grace Family Christmas program.
- General Office Support:
 - Provides oversight over stockroom office supplies, including the postage machine and the staff kitchen.
 - Assists with answering and directing incoming calls and answering and welcoming guests/visitors to the office.
- Stays on top of work room equipment needs, notifying Facilities Director if maintenance is required.
- Provides general office assistance in answering and directing incoming phone calls and answering the front office doorbell.
- Other administrative duties as assigned.

Qualifications and Skill Sets

- Proficient in Office 365 Suite and Microsoft Teams.
- Ideally, 1-3 years office experience.
- Entry level experience utilizing Adobe Creative Suite and Shutterstock to create and manipulate graphics for marketing/promotional use.
- Familiarity with Church Management Software a plus, but not required.
- Highly organized: able to prioritize tasks, able to meet deadlines, and able to adhere to established procedures – while also being able to propose improvements wherever needed.
- Able to support multiple people simultaneously and execute administrative tasks with efficiency and accuracy.
- Multi-tasking and working on a variety of different activities, projects, deadlines, and objectives in a fast-paced environment; has great written and verbal communication skills in these activities.
- A strong team player who values assisting those around them and contributing to a positive and healthy work environment.
- A person of high ethical integrity, who values honesty, respect, and confidentiality.

Review: Reviewed annually