

## Administrative Assistant Job Description

Report to: Pastor

Status: Part-time, hourly (20 hours weekly) \$15. per hour (negotiable).

The church administrative assistant shall be a welcoming presence to church members or visitors entering, calling or contacting Trinity. He or she will be responsible for the efficient operation of the church office, including maintaining the confidentiality of personal information of church and staff members. The individual in this job should be joy-filled, creative and one who takes initiative.

### Essential Functions:

1. Assist the Pastor and Coordinator of Christian Education as directed by the Pastor.
2. Proficient in Microsoft Office Suite including, but not limited to Microsoft Excel, Word, and Powerpoint.
3. Ability to mail merge for letters and labels.
4. Ability to work independently when necessary.
5. Strong interpersonal skills.

### Specific Tasks and Responsibilities (include but are not limited to):

1. Maintain church calendar.
2. Prepare weekly Sunday bulletin ( type, copy and fold).
3. Prepare and send Friday "Blast" (E-mail to congregation).
4. Prepare and transmit monthly newsletter and other special notifications as necessary.
5. Update and maintain church directory.
6. Maintain and update church website.
7. Maintain inventory and order supplies.
8. Monitor and facilitate maintenance of relevant office equipment.
9. Coordinate requests for use of church facilities.
10. Complete other duties as assigned by the Pastor.

### Other Responsibilities

1. Participate in regular staff meeting with the Pastor.
2. Serve as staff liaison and assist chairpersons of various church committees.

### Desired Qualifications

1. Support the mission and goals of a church
2. Familiarity working in a faith-based organization
3. Proficient with Microsoft Publisher and multiple social media platforms.

Interested candidates should either contact the church directly at 651-738-0045 or submit a resume and coverletter via email to [trinitywoodburypastor@gmail.com](mailto:trinitywoodburypastor@gmail.com)