FIRST CONGREGATIONAL CHURCH
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

HOURS:
Full Time (40 hours per week) with benefits available
Monday through Thursday: 8:00 AM – 4:00 PM; Friday: 8:00 AM – Noon
Work outside of office hours on weekends and evenings may be required to attend relevant church meetings.

PURPOSE OF POSITION:
Provides support for Pastor, Ministries, Committees and all church office and congregational activities. Serves as first contact for visitors during church office hours.

QUALIFICATIONS:
• College graduate or equivalent work experience
• Minimum 5 years as an administrative assistant (church experience preferred)
• Strong computer and technology skills, especially working with Microsoft Office, social media applications, website design tools, and information databases
• Strong organizational skills
• Excellent command of spoken and written English (bi-lingual Spanish desired)

JOB RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

ADMINISTRATIVE
• Regular church secretarial duties, including screening and routing all calls; formatting, printing and folding weekly worship bulletins; maintaining accurate membership records; preparing annual report; and notifying the Pastor of member hospitalizations, deaths, etc.
• Provides information technology support to both staff and committee chairs, including contract agreements and purchase and installation of church software.
• Responsible for coordination and scheduling of office volunteers.
• Reviews and recommends changes for all office-related contracts and service agreements.
• Notifies all appropriate personnel of building needs and schedules repairs, maintenance and inspections.
• Prepares and maintains Office Procedure and Reference Manuals.
• Interfaces with vendors regarding maintenance, upgrades and changes for all office equipment.
• In conjunction with Pastor, prepares pertinent communications documents.
• Directs activities of the Building Steward
ORGANIZATIONAL ACTIVITIES
- Organizes and maintains the general church calendar
- Schedules building rentals with outside groups and weddings
- Prepares and distributes: monthly newsletter with volunteers (hard and virtual copies); weekly E-blast; and weekly worship slides in coordination with the Pastor

FINANCIAL RESPONSIBILITIES
- Prepares bi-monthly payroll
- Prepares reconciling bank statements and coordinates with bank and Finance Ministry on investment accounts
- Attends monthly Finance Ministry meetings
- Responsible for entry and reporting responsibilities of financial data

CLERICAL
- Orders supplies as needed
- Performs other clerical duties as needed

GENERAL EXPECTATIONS
- Exhibit professionalism and a conscientious work ethic of accountability
- Ability to work independently and in a group
- Flexibility with deadlines
- Maintain confidentiality
- Attention to details
- Seeking out relevant training as needed
- Prioritization and multi-tasking