

## Job Description

**HOURS:** Monday – Friday, 9am – 5pm (Salaried) Weekend hours may also be required depending on church programs and events.

**For fruitful work it is essential that the Administrative Assistant have the following qualifications:**

- Be a growing Christian with regular church attendance to Sunday morning service, Sunday School, and bible study
- Be a team player
- Be flexible, cheerful, patient, and positive
- Ability to meet people comfortably and confidently
- Be organized, competent, efficient, creative
- Be computer proficient in Microsoft Office
- Ability to multi-task
- Writing and editing ability, possess proficiency in grammar, usage and style
- Able to safeguard confidential material

### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be willing to travel occasionally as the need arises.
- Should be ever **conscious of the need for confidentiality.**
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

**Primary Duties and Responsibilities but are not limited to:**

- Organization of reception area and routine filing of paperwork.
- Ordering and maintenance of office supplies, church supplies, and equipment.
- Organization of church calendar and that of the Senior Staff.
- Pick up, distribution and dissemination of all mail and correspondence.
- Screening and routing all incoming calls.
- Answer mail – correspondence (writing letters), phone calls, etc.
- Check email and respond.
- Coordinate scheduling for weddings, funerals, baby dedications, and baptisms.
- Keep accurate membership records (weddings, deaths, etc.)
- Schedule and attend leadership meetings and record minutes.
- Coordinate travel arrangements for speaking engagements of the Senior Pastor and guest speakers.
- Set up counseling meetings and other appointments.
- Coordinate employee meetings, lunches, etc.
- Notify Pastoral Staff of member hospitalizations, deaths, etc.
- Maintain and update all standard forms and ministry literature.

**Integrity Expectations:**

As the Administrative Assistant, it is expected that you will maintain healthy and appropriate boundaries in relationships with all members.

As the Administrative Assistant, it is expected that you carry yourself in a respectable manner whether at Greater New Liberty or away. Questionable character or behavior (in person or on social media, etc.) may be addressed at the discretion of the Pastor and Senior Staff, and is subject to grounds for termination.

This agreement may be terminated at the option of either party upon thirty (30) days prior written notice.

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Jane Doe

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Date

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Pastor Dr. Darrell K. Shack, Sr.

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Deacon Cleaven Foster