Administrative Assistant job description

Part-time: 12 hours/week- Hours are typically 9:00 AM to Noon, 4 days/week

Job Summary
We are seeking an outgoing, welcoming, creative and professional church office Administrative Assistant to support us with reception, communication and administrative tasks. The ability to work independently and as a team player in a faith community are essential, as are the abilities to multi-task and work well with technology.

Qualifications
- Highly proficient in the use of technology, in particular: Microsoft Office Suite, Mail Chimp, mail merge, databases and social media.
- Excellent communication skills (written and oral), and the ability to represent the church in a professional manner
- Ability to maintain professional, interpersonal and a high degree of confidential boundaries and discretion
- Ability to plan, prioritize, organize efficiently and effectively
- Proficient with general office equipment, including: phone, copier, scanner, and printer
- Familiarity with Biblical, theological, liturgical and musical terminology is desirable, prior church or non-profit administrative work is a big plus.

Role and Responsibilities
- Prepare weekly and special occasion worship bulletins from provided content. Prepare and email weekly Digital Steeple from provided content
- Prepare and email/mail monthly newsletter KYP (Keeping You Posted) from provided content
- Participate in public relations for church events, including print and electronic preparation and distribution
- Participate in annual Stewardship campaign through mailings and other communications
- Maintain church member database and create an annual directory
- Coordinate with church committees to have file copies of meeting minutes
- Prepare and distribute the church annual report from provided content
- General office duties, including phone calls and email needs and follow through, processing mail, maintain church calendar, purchase supplies, paper and digital records management

Contact: Pastor: Rev. Donna Vuilleumier pastor@smithmemorialucc.org