



## **JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT**

### **Position Summary:**

Reporting directly to Redemption’s Lead Pastor, the Administrative Assistant provides administrative assistance to the church staff and serves as an important point of contact for the staff with both internal and external contacts. The Administrative Assistant also provides administrative support for all Redemption Church ministries and Sunday ministry activities including support of the Ministry Coordinator and all serve teams.

### **Essential/Primary Responsibilities:**

#### **Staff Support and Office Management**

1. Assists the pastors with daily administrative duties and completes a broad variety of tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging detailed travel plans, itineraries and agendas and compiling documents for meetings.
2. Serves as a gatekeeper for the pastors and staff. In this capacity, the assistant fields phone calls, takes requests for meetings and coordinates communication.
3. Communicates with the ministry staff, volunteers and broader community on the pastors’ behalf as directed and coordinates logistics of meetings of various kinds.
4. Assisting in event / meeting planning or coordination: responsible for scheduling, agendas, documents/handouts and hospitality; sometimes taking and disseminating minutes from meetings, organizing and filing records and documents as needed.
5. Drafts reports, letters, proposals, and web postings, and other communications and prepares and coordinates other oral and written communication as directed.
6. Office management – maintaining office supplies, kitchen supplies, filing system, copying, printing, communication, including purchasing and errands as needed; Organize, straighten and clean office as needed; serves as liaison for various outside businesses. Provides office assistance to include but is not limited to, answering phones, accepting packages and deliveries, and greeting visitors/guests.
7. Performs other duties as assigned.

#### **Ministry Support**

1. Assisting in implementation of the Pastors’ and Ministry Team’s Sunday worship plans by supporting all Sunday morning ministry activities including communication with all serve teams and aiding in serve team activities for Sunday ministries.
2. Work with staff and ministry teams to ensure and expand database usage for tracking of all people connected to Redemption Church, including processing all



data, coordination and communication for all database workflows related to guests and members, including confidential information such as background checks, ministry safe training.

3. Provide administrative support for all Groups, Classes, and Serve Teams, including promotion, signups, communication and follow-up for events and workflows.
4. Assists in coordinating the agenda of Ministry Staff meetings. As needed, helps prepare an account of the meetings and follows up on assigned action items.

### **Accountabilities**

- Position reports to the Lead Pastor of Redemption Church.
- Works directly with other ministry staff and others inside and outside the church.

### **Experience & Education:**

- Bachelor's degree preferred or two to five years providing support in an fast-paced, multi-tasking administrative assistant position.

### **Skills & Abilities:**

- Strong interpersonal skills and the ability to build relationships with a broad range of people including ministry staff, elders, deacons, church members/attenders, and those outside the church.
- Ability to maintain steady presence and professional demeanor in all circumstances.
- Strong organizational skills with ability to perform and prioritize multiple tasks seamlessly with great attention to detail, time-management, and problem-solving.
- Outstanding oral communication skills.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Proficiency in working on both Mac and PC computers, including Microsoft Office (MS Word, EXCEL, PowerPoint) and similar programs; database management systems knowledge helpful.
- Ability to learn new software such as Doodle polls and Director's Desk board portal.
- Ability to work independently and with professional discretion.

### **Compensation and Hours**

- 25 hours / week
- \$12-15 / hour