

## **Job Description**

### **Church Administrative Assistant**

#### **Position Overview:**

Administrative Assistant to Pastoral Team, and office of CFOC

#### **Position Duties:**

##### Support for Ministerial Team

- Provide administrative support for assigned members of the Ministerial staff including scheduling appointments, meeting and travel requirements, preparing and mailing correspondence, emails, handling messages and in-coming mail; preparing reports, presentations, printing and photocopying.

##### Office / Clerical Support

- Serve as receptionist screening and routing of incoming calls and visitors to the Church; warmly greeting persons with a friendly, courteous and helpful attitude; providing pertinent and appropriate information to callers and/or visitors
- Maintain Church Calendar; including scheduling of ministry meetings/events, seminars, conferences and posting events on church calendar; develop proficiency with Planning Centre
- Keep accurate membership records (new members, baby dedications, weddings ....)
- Prepare new members information packets and coordinate receptions
- Coordinate and schedule weddings, baby dedications; certificates and gifts as needed
- Writing up monthly Birthday cards
- Prepare and produce weekly church bulletins and other special service bulletins or programs.
- Sending out church or ministry wide emails / correspondence
- Monitor and maintaining office supplies
- Monitor and maintain church accounts such as garbage pickup, photocopy machine and staples account.
- Assist ministry leaders as necessary with clerical, administrative or communication support
- Attend ministry events as necessary
- Attend Staff meetings
- Prepare annual reports
- Routine filing of paperwork
- Receiving payments as necessary
- Prepare Disbursement and Deposit vouchers as requested
- Maintain petty cash with accurate records and receipts
- Maintain and update all standard forms and ministry literature
- Maintain an Office Procedures and Reference Manual
- Other duties as assigned

**Qualifications:**

- College degree - or commensurate experience
- Have a minimum of 2 years of experience in Clerical / Administrative Assistant position
- Have strong clerical skills to include:
  - Strong Proficiency in the Microsoft Office Suite programs (Word, Excel, Outlook, PowerPoint)
  - Proficiency with desktop publishing, Facebook, Instagram and/or web page skills a plus
  - Strong organizational skills; ability to multi-task and handle requests from multiple sources
  - Have effective verbal, written and editorial skills (proficient in English)
- Have a caring attitude, excellent people skills, high integrity, exercise strict discretion and confidentiality
- Have or quickly develop a working knowledge of Christian Faith Outreach Centre's Vision, Mission, Core Values, organizational structure, ministries and protocols.

**Other General expectations:**

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability
- Should be ever conscious of the need for confidentiality
- Should always exercise discernment and wise judgement
- Should be a person that gives extreme attention to details with an eye for excellence
- Should be willing to work occasional evenings and weekends