

## Job Description

**Job Title: Administrative Assistant (Part Time)**

**Reports to: Robby Dobbs**

**Ministry Area: Discipleship and Pastoral Care**

**Effective Date: June 1, 2024**

### Job Summary:

The Administrative Assistant for the Discipleship and Pastoral Care Ministry's primary job is to support the Discipleship and Pastoral Care programs and Pastor by providing general administrative support through a variety of projects and tasks as outlined below.

### Supervisory Responsibilities:

- None

### Duties/Responsibilities:

1. Communication
  - a. Answers and transfers phone calls, screening when necessary.
  - b. Welcomes and directs visitors and staff.
  - c. Responds to and resolves administrative inquiries and questions.
  - d. Compose, edit, and send communications on behalf of the Discipleship Pastor.
  - e. Work with Communications department for promotional requests for events, programs, and meetings.
2. Records
  - a. Maintains electronic and hard copy filing systems as assigned.
  - b. Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
  - c. Records and distributes minutes or other records for meetings.
3. Planning and Scheduling
  - a. Coordinates and schedules travel, meetings, and appointments
  - b. Prepares agendas and schedules for meetings.
  - c. Reserves rooms, completes set-up requests, and schedules security and AV for meetings and programs.
4. Procurement
  - a. Maintains office supplies.
  - b. Coordinates maintenance of office equipment
5. Support Discipleship and Pastoral Care Program Support
  - a. Assists with hosting meetings and events.
  - b. Distributes materials and information to program participants.
  - c. Maintains the prayer list, ensuring all information reflects most recent status.
  - d. Coordinates the "Pastor on Call" rotation and uploads details in Basecamp or other communication tools in use.
6. Support the Discipleship and Pastoral Care Pastor
  - a. Assists with calendar management.

**Other duties:**

- Other duties as assigned by the Discipleship and Pastoral Care Pastor.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

High school diploma or equivalent.

Bachelor's degree preferred.

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift objects weighing up to 10 pounds at times.

**Work Location:**

Work is performed 100% on-site.