

ADMINISTRATIVE ASSISTANT

Revised 11.15.23

Position: Regular part-time

Hours: 32 per week

Schedule: Mon-Thu, 8:00 am-4:00 pm

Reports to: Executive Pastor

Job Summary: The Administrative Assistant serves an important ministry role at Providence. This person is the initial contact for persons who need help or are hoping to connect with pastors or staff. This person must be friendly, detailed, organized, dependable, and computer savvy. Responsibilities include general office assistance and support.

Qualifications:

- Be a committed follower of Jesus Christ, seeking to serve God and live out Providence Church's vision and mission
- Work experience as Administrative Assistant or related position
- Personable and engaging; enjoys working with people and desires to use their gifts to serve God and others at Providence Church
- Team player; works well with others with a humble spirit and can-do attitude
- Detail-oriented; organizational and administrative proficiency with strong verbal, written, and technological communication skills
- Strong computer skills: Mac OS; Microsoft Office or similar; Google calendar
- Able to maintain confidentiality in areas such as financial records, counseling situations, and other private matters

Responsibilities:

- Perform general office work; order and maintain supplies for staff and church; assist with bills, general filing, church mailings, errands
- Receptionist duties; exercise tact, courtesy, and diplomacy in receiving and making calls and welcoming visitors to the church office during the week
- Distribute incoming mail and packages; take outgoing mail to post office
- Route incoming phone calls and messages to appropriate staff person
- Assist with facility scheduling; organize and maintain the Google building calendar and church calendar to reserve spaces for meetings and events
- Accurately update visitor and membership records in church management software
- Prepare baptism certificates and transfer of membership letters
- Assist with counting the weekly offering and preparing special deposits
- Order and refill paper and other supplies for office printer, postage machine
- Find and schedule volunteer coverage for front desk during absences as needed
- Maintain neatness and welcoming appearance of reception and office area; restock office coffee and snack supplies
- Attend regular staff meetings and other meetings as needed
- Communicate effectively with supervisor and team
- Other projects or duties as assigned by supervisor