

Position: Administrative Assistant, Aldrich Church

Purpose: To provide administrative and clerical services, and support for the many functions of the church, staff and congregation.

Accountability: Accountable to the pastor as head of staff and to Session as employer

Responsibilities:

- Administrative
 - Assist all staff, church committees and other ministries of the church
 - Ensure efficient scheduling of church calendar and communication of events to staff, custodians, and other building users
- Serve as host/receptionist
 - Answer telephone calls to church
 - Track visitors to the church
 - Receive visitors and guests
- Perform secretarial/clerical duties
 - Process incoming mail
 - Maintain and update databases
 - Maintain church files
 - Maintain official record books, as needed
- Assist worship leader in preparing PowerPoint presentation of music for Sunday worship
- Assist treasurer, as needed
- Purchase supplies for office, building, church needs, and schedule maintenance
- Maintain or schedule maintenance of office equipment
- Ensure flowers are sent to hospitalized members and funerals
- Maintain updated missionary bulletin boards
- Coordinate with webmaster for website updates
- Communication
 - Prepare, print and distribute Sunday bulletins, monthly newsletter, annual report, and other special documents in consultation with pastor and staff
 - Coordinate or facilitate promotion of events/activities/programs
 - Coordinate special mailings, including maintaining postage, postal supplies, and keeping up with bulk mail rules
 - Communicate with congregation/ members/neighborhood as directed
- Building coordination
 - Maintain master schedule for building use, coordinate building use by congregation and other building users with approval of head of staff or session
- Event Coordination
 - Appreciation Dinner once a year in December for about 30 people
 - Assist with various events throughout the year

Necessary Skills

- Ease with Microsoft Office software, including Publisher
- Calendar planning and tracking
- Gmail and Google Calendar

Desired Skills

- Web site maintenance
- Newsletter / Bulletin design and layout

Hours: 16 hours per week.

Schedule to be coordinated with pastor (preferably Tuesday – Thursday, office is closed on Mondays.)

Compensation: \$15.00 per hour.

Benefits: 2 weeks vacation plus 5 floating holidays.

Desired start day: March 18th, 2010