

## **Administrative Assistant**

### *Scope*

The Administrative Assistant of Westend Christian Reformed Church is a part time staff member (up to 30 hours per week). Regular office hours are expected. Administrative Assistant will provide clerical, administrative, and secretarial support to enhance the efficiency of our church's ministry teams and staff in the proclamation of our ministries.

### *Qualifications*

- A minimum of one year of experience in an equivalent position and/or demonstrated ability
- High school education or equivalent training
- Good typing skills
- Ability to operate all basic office equipment
- Ability and interest in handling financial records under supervision of Administrative Director
- Ability to work collaboratively, interact pleasantly and professionally with members of congregation and staff
- Ability to organize work and work independently
- Sensitivity and ability to handle confidential matters discreetly
- Reliability
- Conscientiousness
- A deep commitment to Christ and the Word
- Ability to maintain and update Church digital platforms

### *Weekly responsibilities*

- Maintain the church calendar
- Process and distribute mail
- Type letters, correspondence, records, reports, and minutes for the members of our staff and ministry teams
- Receive, collate, print and distribute announcements for bulletin
- Duplicate and distribute recordings of Worship
- Assist in recording weekly financial giving
- Assist in the creation of Sunday worship PowerPoint / Pro-Presenter

### *Monthly and Annual Responsibilities*

- Establish and maintain confidential files and records
- Update our church's communication directory
- Under the direction of our Administrative Director, provide assistance to the financial management of our church
- Establish and maintain membership files and membership database
- Assist in printing and distribution of all pertinent materials for Council, and Council's sub-set groups, prior to regularly scheduled meetings
- Request articles, compile, edit and distribute the church's monthly newsletter
- Support Westend ministries and leadership with communication, publicity and volunteer signups
- Actively participate in the life and mission of Westend Church

### *General Responsibilities*

- Serve as our church's receptionist to greet people in person or on the phone
- Provide secretarial support for the Administrative Director, Senior Pastor and all Westend ministry directors
- Supervise, maintain and regularly update digital platforms for Westend Church including, but not limited to, the Westend Church Website, the Westend Facebook page, texting and emailing platforms, digital church signage and scrolling announcement platforms and any other active social media platforms
- Inventory and ensure all office supplies are purchased as necessary

### *Reporting, Organizational Relationships and Compensation*

- Reports to our church's Administrative Coordinator with strong communication lines with our Senior Pastor
- Job performance will be evaluated annually
- Participate in regular team meetings with the Westend staff
- Fair and competitive compensation and benefits are set by the Administrative Board