

## RELC Job Descriptions

### *Administrative Assistant*

<b>REPORTS TO</b>	Church Council	<input checked="" type="checkbox"/> <b>PART-TIME</b>	<input type="checkbox"/> <b>FULL-TIME</b>
<b>SUPERVISOR</b>	Pastor	<b>SALARY RANGE:</b>	\$10-\$15/with experience
<b>RESPONSIBILITIES OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>• Provide administrative support for the Pastor.</li> <li>• Manage the church office and provide secretarial/clerical support for the congregation and staff.</li> <li>• Position is part-time, not to exceed 25 hours/week.</li> <li>• Position serves as an employee of the church and as such, is hired and released by the Church Council.</li> <li>• Daily activities are supervised by the Pastor.</li> </ul>		
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Prepare materials (including bulletins, announcements, leaders' guides, etc.) for all worship services.</li> <li>• Answer, screen and route phone calls, mail and other inquiries.</li> <li>• Maintain the church calendar, membership records, and mailing lists.</li> <li>• Coordinate with the church web master to ensure the web site is current and properly maintained; ensure all committee chairs are included in any communication regarding the web site and its contents.</li> <li>• Manage publication of the church directory and annual report.</li> <li>• Maintain office equipment and order/purchase supplies, as necessary.</li> <li>• Assist with the preparation and distribution of monthly newsletters.</li> <li>• Other duties, as assigned.</li> </ul>		
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>• A Christian with a strong sense of calling to serve God.</li> <li>• Ensure that all duties are executed with integrity at all times and in a professional, accurate, and efficient manner</li> <li>• Ability to work with confidential information, maintaining integrity and professionalism.</li> <li>• Display an attitude and willingness to seek new information, training, and resources, as needed.</li> <li>• Flexibility with respect to scheduling and duties.</li> </ul>		

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<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Strong interpersonal skills with the ability to function effectively in a team environment.</li><li>• Excellent knowledge (as demonstrated by testing) of Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, and Publisher.</li><li>• Strong communications skills with an excellent command of English composition and punctuation.</li><li>• Exhibits strong problem-solving skills with little supervision.</li><li>• A self-starter (able to work independently, without direct supervision).</li><li>• Detail-oriented with ability to combine information from various sources for presentation.</li><li>• Strong organizational skills with an ability to prioritize assignments.</li></ul>
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