

## Administrative Assistant

### **Role:**

To work with the pastor, staff, and ministry leaders to manage office operations, to facilitate church communication, and to carry out all assigned administrative tasks

### **Required Skills:**

Excellent written and verbal communication skills  
Organizational Skills (filing and inventory, record keeping)  
Adept at working well with people- customer service skills  
Computer/technical literacy  
(word processing, email, web content, slide preparation)

### **Preferred Skills:**

Layout and graphic design  
Basic bookkeeping  
Social media familiarity

### **Overview of Responsibilities:**

- Receive and appropriately respond to all incoming church communication (incl. email, phone, social media)
- Ensure that all web and social media content is updated regularly, including event calendars, sermon audio, and special announcements
- Coordinate and send the weekly church newsletter as well as any other church-wide communication
- Communicate with all ministry leaders to ensure all events are being sufficiently prepared for and promoted
- Maintain the church directory and contact list
- Prepare and print the weekly worship guide, bulletin board postings, attendance sheets, etc.
- Prepare the slides for the weekly worship service
- Record and report all church metrics
- Communicate and coordinate with all vendors and service providers
- Track, organize, and maintain an inventory of church supplies and assets
- Serve as primary point of contact for those using the church facilities
- Oversee office filing and organization
- Assist pastor, deacons, and elders in faithfully tracking receipts and coding invoices for church expenses
- Assist with church special events as needed
- Other tasks as assigned

### **Expectations:**

- That the employee will invest on average 20 hours/week in this ministry, most of which should be in-office hours.
- That the employee possess a credible Christian profession evidencing spiritual growth and maturity
- That the employee will be available to meet as necessary with the senior pastor to whom he or she directly reports, as well as all other necessary meetings relevant to the job responsibilities.
- That the employee would possess sufficient skill to work within the variety of programs and media necessary for the performing of the responsibilities listed above and is able to adapt to new systems when necessary.
- That the employee demonstrate high standards of professionalism and courtesy in all church communications.
- That the employee evidence discretion in dealing with matters of a sensitive or personal nature.
- That the employee show diligence, skill, and initiative in assigned tasks without the need for regular supervision.
- That the employee would not be absent from work more than four weeks per twelve month period (two weeks paid absences, up to two weeks unpaid absences) and will be responsible to ensure that someone is equipped and able to handle any responsibilities that need to be covered during the employee's absence.

To inquire about this position, contact Pastor Rob Edenfield:

[rob@treasurecoastpca.org](mailto:rob@treasurecoastpca.org) (571) 239-7813