



Position Description

Approx. 30 hours/week

Title: Administrative Assistant

PURPOSE: The **Administrative Assistant** is responsible for *supporting* the ministry of Westminster Church (PCA) by *providing* excellent service to the church's leadership, members, staff, visitors, and others in person, online, and by phone.

REPORTS TO: Senior Pastor (SP)

WORKS WITH: Church Staff and Summit Christian School

OFFICE MANAGEMENT/GENERAL (45%)

- Regularly-scheduled presence in church office, welcoming members, staff, and visitors warmly, keeping the office neat, ensuring it has enough supplies, managing office equipment, and arranging maintenance when necessary.
- Assist with general administrative needs duties for the Senior Pastor and staff as needed, including coordinating with Summit Christian School.
- Provide administrative assistance, record-keeping, meeting preparations, and scheduling in support of church membership, the Session, and the Diaconate as needed.
- Maintain the Session and Diaconate minutes and associated files as required.
- Maintain accurate records in the church database.
- Prepare the annual statistical report for the denomination.
- Attend weekly staff meetings, 1-1 meetings with Senior Pastor, and others as needed.

COMMUNICATION/GRAPHIC DESIGN (30%)

- Answer incoming calls, take accurate messages, and provide information to callers.
- Create, edit, and review documents. Respond to email correspondence, and retrieve and distribute mail/packages.
- Handle routine communications (church bulletin, weekly eblast, bulletin board fliers, etc.)
- Maintain a master calendar for the entire Westminster campus.
- Maintain and update the church's app and website, and enhance the online presence of Westminster through appropriate social media platforms.
- Coordinate with Senior Pastor and other ministerial staff to create logos, sermon graphics, digital content, and outside marketing materials.

CAMPUS/EVENTS/ETC (25%)

- Coordinate the setup for events and communicate event requests and plans with staff/deacons.
- Coordinate and execute the ordering, tracking and dissemination of supplies for the campus.
- "Walk the campus" and spot issues or potential needs, then communicate kitchen, facility maintenance, cleaning, and set-up needs to the appropriate parties.
- Work with the designated school/staff volunteer to manage the organization of the kitchen, including following events, to ensure the cleanliness and orderliness of the facility.
- Assist ministry leaders with preparations for regular classes and special events including ordering and organization of curriculum and supplies.
- Pew and church lobby maintenance (incl. ordering Daily Bread booklets, Connect Cards, etc.)
- Other duties as assigned by the Senior Pastor.