

Administrative Assistant Job Description

Job Summary

Harvest Community Church is seeking an Administrative Assistant to handle administrative duties for the pastors, manage the office, and supervise volunteer staff. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining schedules and managing church members, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Willingness to learn new things and assuring a steady completion of workload in a timely manner are keys to success in this position.

Responsibilities and Duties

- Provide administrative support for Senior and Associate Pastors
- Create worship guides, PowerPoint and other materials weekly
- Generate memos, emails and reports when appropriate
- Provide administrative support for special events and services as directed by pastors, and see the programs through to completion
- Liaison to other staff members and volunteer ministry leaders, including communication and support as needed
- Manage workflow by prioritizing tasks, ensuring that deadlines are met and work is completed correctly
- Manage database of church members and visitors
- Manage church calendar, facility requests and other events
- Provide administrative support for church website, social media and marketing
- Assume responsibility for day-to-day office operations including: office equipment, computers, copy machines, phone system, etc.
- Maintain supplies by checking inventory and ordering items
- Respond to questions and requests for information from the public and congregation
- Answer incoming calls and messages in a timely manner

Qualifications and Skills

- A committed, growing believer in Christ whose lifestyle is worthy to emulate
- General agreement with the doctrine, vision and philosophy of ministry of HCC
- Ability to treat confidential information appropriately
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Publisher
- Ability to analyze and revise operating practices to improve efficiency
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Active social media presence

NOTE: This position is part-time but may develop into full-time in the future. This position may also be divided into two positions: personal assistant to Senior Pastor (15 hours/week) and ministry assistant to Associate Pastor (10 hours/week).

Administrative Assistant Job Description (detailed)

Job Summary

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Responsibilities and Duties

- Provide administrative support for Senior and Associate Pastors (4 hours/week)
- Create worship guides, PowerPoint and other materials weekly (5-7 hours/week)
 - Worship guide
 - PowerPoint
 - Discipleship guides
 - Guest cards for worship center
 - Envelopes for worship center
- Generate memos, emails and reports when appropriate (1 hour/week)
 - Pastor's Pen
 - Communion
 - Weekly cue sheet
- Provide administrative support for special events and services as directed by pastors, and see the programs through to completion (not weekly events but average 2-4 hours/week)
 - Funerals and weddings
 - 40 Days of Prayer
 - 24 Hour Prayer Vigil
 - Baptisms
 - Good Friday
 - Easter
 - Child Dedication (2x yearly)
 - Harvest Men's Retreat
 - Harvest Ladies Retreat
 - Anniversary Dinner
 - ECM (2-3x yearly)
 - Equip U (2-3x yearly)
 - Church Work Days (2x yearly)
 - VBS
 - Operation Christmas Child
 - Christmas Eve
 - Christmas
 - Other special services and events TBA
- Liaison to other volunteer ministry leaders, including communication and support as needed (1 hour/week)
 - Assist in training ministry leaders and members
 - Database/apps/communication tools/check-in, etc.

- Manage workflow by prioritizing tasks, ensuring that deadlines are met and work is completed correctly
- Manage database of church members and visitors (2 hours/week)
 - Elexio
 - Visitors / assimilation
 - Attendance
 - Harvest Kids attendance sheets
- Manage church calendar, facility requests and other events (2 hours/week)
 - Elexio
- Provide administrative support for church website, social media and marketing (1 hour/week)
 - Post sermon on SoundCloud
 - Post sermon audio and notes on website
 - Work with Digital Content Creator to execute the following:
 - Instagram, Facebook, Twitter posts and creating events (Eventbrite too)
 - Events: Web graphics, posters, outdoor banner
 - Updating app
 - Welcome desk postcards
 - Guest bag content
- Assume responsibility for day-to-day office operations including: office equipment, computers, copy machines, phone system, etc.
- Maintain supplies by checking inventory and ordering items (1 hour/week)
 - Office supplies
 - Janitorial supplies
 - Kitchen supplies
 - Maintain public areas of the church
 - Organize and restock materials in worship center
 - Welcome desk
- Respond to questions and requests for information from the public and congregation (1 hour/week)
- Answer incoming calls and messages in a timely manner
- Attend Staff Meetings (1-2 hours/week)

Qualifications and Skills

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- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Active social media presence

NOTE: This position is part-time (20-25 hours/week) but may develop into full-time in the future.