



Job Description

Title	Administrative Assistant	Status	Full Time w/Benefits (Exempt)
Department	Administration	Reports to	Executive Director of Ministry Operations

POSITION PURPOSE

To assist with office administration team and to oversee the church database, leading the church to fulfill its mission as followers of Jesus... *“to encourage all people to know the love of Christ.”*

POSITION RESPONSIBILITIES

1. Database Administration
 - Serve as lead for ChMS team
 - Oversee church member database including mailing information and address changes; date of birth, baptism, marriage and membership; email addresses and phone numbers
 - Help develop guidelines and train users on procedures of database and standardizing use in conjunction with the IT Director
 - Participate in the online ChMS Community to stay informed of problems and solutions that other ChMS users have
 - Recap membership statistics, growth and changes for Annual Report and prepare monthly statistics for Words of Hope
 - Serve as point person for all database issues in conjunction with the IT Director
 - Provide support and backup to the ChMS team
2. Office Administration
 - Receive and disseminate incoming calls, mail, packages and messages and reply to email and messages as appropriate
 - Greet and assist visitors and guests
 - Provide general administrative support to the Administration team
3. Communications Administration
 - Oversee congregational mailings, the bulk mailing process and the mailing team
 - Responsible for website and app updates
 - Develop a social media schedule and posts
 - Update the hallway digital signs
 - Responsible for updating subscription lists and assisting ministries with newsletters
 - Participating on the Communication Team and assist in the proofing process.
 - Assist the Executive Assistant with the Senior Pastors calendar
4. Other duties
 - Serve as backup to contribution entry
 - Back up for administrative office staff as needed
 - Serve as back up for bulletin printing
 - Other duties as assigned

REQUIRED SKILLS AND ABILITIES

- ✓ Advanced knowledge of Microsoft Office applications required
- ✓ Strong problem-solving and decision-making skills, and ability to adhere to strict confidentiality
- ✓ Proven ability to function effectively in an environment of changing priorities and frequent interruptions

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated April 2025