



NEW LIFE IN CHRIST INTERDENOMINATIONAL CHURCH

2015 Job Description & Requirements

Job Title:	ADMINISTRATIVE ASSISTANT <i>SALARY RANGE: Minimum \$12/HR</i>	<i>Full Time: M-F 8:30am-5:30pm</i>
Reports to	DAGNE MOORE-JOY, EXECUTIVE ASSISTANT TO THE BISHOP	
SKILLS/REQUIREMENTS		
Minimum - High School Diploma Microsoft Office Suite Cisco Phone System Microsoft Office Proficiency; Data Integrity Testing; EXCELLENT COMMUNICATION SKILLS (VERBAL AND WRITTEN); Organizational SKILLS		
GOALS AND OBJECTIVES		
<p>The purpose of this role is to effectively manage the day to day operation of the church front office administration. The office administrator is the role that is mainly membership management. The administrator is the role that ensures that membership matriculation, membership assimilation and membership pastoral care is executed in a timely, effective manner at all times.</p> <p>The Office Administrator must:</p> <ol style="list-style-type: none">1) have a caring attitude, excellent people skill, and high integrity: a positive attitude;2) be accessible, responsive, and flexible to handle the changing needs of the church: reliability is a must;3) have clerical, communications, computer, and well-organized skills: articulate & computer literate;4) have effective verbal, writing, editorial, and publishing skills: good with words and spelling;5) have a knowledge of NLC and be able to coordinate the unique schedules: a leader & Christ-centered life. <p>Because of the nature of the role, this person must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.</p> <p>The administrator must provide high-level administrative support by handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling and recording minutes for some meetings, and the like. The generalization of duties and responsibilities as follows:</p> <ul style="list-style-type: none">• 60% - Membership data management and matriculation of the member from the time of joining (altar report) to the point of attendance to New Member class and New Members Class preparation and management of A-Team volunteers• 10% - Receiving and administrative support as it relates to church members, vendors, visitors and secretarial duties and church events• 10% - Keeping, updating and monitoring accuracy of electronic membership records in connection power and manual spreadsheet• 10% - Communication with ministries, staff, elders, deacons, trustees, etc. about membership changes, data updates, pastoral care contact issues, etc. via email and phone calls• 6% - Manage documentation via email, fax and/or postal mail to volunteer and paid staff members• 2% - Volunteer Administrator assistance and assignments as needed• 2% - Other related duties as assigned by Dagne Moore-Joy		
GENERAL TASKS AND RESPONSIBILITIES		
<p>1) <u>Support for congregational/quest needs.</u></p> <p>The person in this job must have a caring attitude with the ability to be both empathic and detached since they will be exposed to many personal problems and hardships. A genuine and biblical servant attitude is most important. This includes the ability to graciously handle unexpected or difficult situations and cranky or demanding people with a positive attitude.</p> <ol style="list-style-type: none">a. Correspondence: Compose letters when requested and ensure all correspondence is mailed in a timely manner.b. Maintaining Pastoral Care and/or Church records: Files for memorial gifts, acknowledgements, prayer		

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	<p>requests, membership, baptism, etc.</p> <p>c. Scheduling and Communicating: Sharing of church events w/ membership, church staff, and programmatic ministries, phone calls for meeting participants of pastoral meetings</p> <p>d. Maintenance of Office Equipment: Operates and maintains copier, folder, duplicator, postage meter, computers, etc.</p> <p>e. Clerical & Receptionist duties: Handles incoming phone calls, mail, office traffic, updating printed material, etc.</p> <p>f. Administration of essentials: Controls for lost & found, keys, vans, hospital notices, office supply inventory, etc.</p> <p>g. Membership Data Management: Maintains and reports the official membership records, to include updates to C/P and the backup spreadsheet, etc.</p> <p>2) <u>Support for Pastoral Staff, Elders, Ministries, Boards, etc.</u></p> <p>For the church to do ministry in many areas, adequate support and administration for all the ministries is essential. For example, how the Office Administrator handles the first contact with people in stress, grief, or confusion can make a difference on how successful the church and its ministerial staff are in helping those in need. Assembling LifeChanger data, prayer requests, hospitalization, prayer for bereavement of families, etc. help free program staff for their ministries.</p> <p>a. Coordination of the admin volunteers to ensure they have what they need to support the ministries (supplies, etc)</p> <p>b. Preparation/Publication of the Church Bulletin and Newsletter to include formatting, spell-check, proofreading, etc.</p> <p>c. Procedures for handling visitors during office hours requiring Ministerial consultation, assistance, emergencies, etc.</p> <p>d. Cooperation in scheduling and planning to see that the goals and objectives of the church are being realized.</p> <p>e. Keeping abreast of church protocol and assisting pastoral staff to channel to the proper committees, ministries, etc.</p>	
REVIEWED BY		<i>Title</i>
APPROVED BY		<i>Title</i>