

CrossWay Church Administrative Assistant

General Description:

CrossWay Church's administrative assistant will play an essential role in the smooth functioning of our church. They will assist in running the church office, handling administrative responsibilities and providing a wide range of support to the pastor. Discretion, a positive attitude, strong problem-solving abilities and excellent interpersonal skills are critical qualifications for anyone occupying this position.

This is a part time position (4-5 hours), so our administrative assistant will have to work efficiently and be able to prioritize which tasks are most important. Our hope is their allotted hours can increase as budget and responsibilities allow. Thursday is our preferred day. However, the applicants can negotiate other arrangement as long as they are in the later half of the week (Thursday – Saturday). We can adjust their workday if certain circumstances arise (Ex. Vacation, Sick Kid, Etc.).

Responsibilities:

- ❖ Prepare, edit and produce all weekly church publications. This includes the bulletin and weekly email.
- ❖ Communicate weekly with the pastor to determine important tasks.
- ❖ Maintain the online church calendar and coordinates schedules with ministry leaders when necessary.
- ❖ Keep inventory of office and paper supplies and purchases when necessary.
- ❖ Assist the Pastor in preparing events and creating other documents when necessary and time allows.
- ❖ Performs other duties as requested when necessary and time allows.

Qualifications:

- ❖ Professing Christian and member in good standing of a church.
- ❖ Demonstrative ability to work with and serve others.
- ❖ Positive attitude.
- ❖ Ability to organize and coordinate.
- ❖ Dependable, responsible, self-motivated person.
- ❖ Proficient typist
- ❖ Computer skills: Word, Publisher, Email

Oversight:

- ❖ The pastor will be the Administrative Assistant's direct supervisor. The pastor will be responsible for coordinating schedules, assigning tasks and monitoring completion.
- ❖ A deacon will be assigned to check in quarterly with the administrative assistant and pastor to make sure everything is going well. The deacons will be the ones who are ultimately responsible for this position.
- ❖ The pastor and deacon will perform a yearly evaluation.

Wage:

- ❖ \$11-12 an hour depending on experience.

Brief Description of Tasks:

Weekly Responsibilities (3-4 hours a week):

Weekly Bulletin:

- 1) **Announcement Deadline:** The pastor submits most of the announcements. The administrative assistant will set a deadline for when other people need to submit bulletin information (Ex. Thursday at 9 a.m.) based on their workday.
- 2) **Create Bulletin:** The church has a Windows 7 laptop with Windows Office Suite installed. The administrative assistant can use it at church or home. In the past, the bulletin has been created with Publisher and Pages (Mac). Each week the administrative assistant needs to:
 - a. **Update weekly written announcements.** Administrative assistant will prioritize which announcements are important. Preference is given to that week's and upcoming major events.
 - b. **Update the worship order.** Song leaders input this info into ServiceBuilder.net.
 - c. **Update Events section on the back:** We usually use the same images that we do for our website.
 - d. **Update who is serving:** This information is on ServiceBuilder.net
- 3) **Print and Fold Bulletins:** We currently print and fold 55 bulletins. This needs to be done at church. The pastor prints off his own sermon sheets.

Weekly Email: CrossWay uses MailChimp to send out weekly announcements the later half of the week. Often times, you can cut and paste the critical announcements from the bulletin. We will train the administrative assistant how to use this. It is basically an online word processor.

Weekly Communication with Pastor: The pastor and administrative assistant will communicate weekly about what tasks are most important and what announcements need to be included in the email and bulletin.

Other Tasks and Responsibilities (1-2 hours a week):

Maintaining an Online Calendar: Our weekly (repeating) events are already on our online calendar. The administrative assistant will need to add special events to the calendar. This task normally takes 30- 60 minutes and occurs one a month or every other week.

Keeping Inventory of Office Equipment: Since the administrative assistant will do the majority of the weekly printing, we ask them to keep tabs on the printer toner, paper, and other office supplies. We normally order ink and paper on a quarterly basis. They can order new supplies themselves or let others know it needs to be done and they will place the order.

Assisting the Pastor in Creating Other Documents: Occasionally, the administrative assistant will be asked to help create bulletins for special services or other church communication documents.

Submit Hours To Treasurer: The secretary will need to keep track of their weekly hours and submit them to the treasurer at the end of the month so they can get paid.