**Davis Street Christian Church**

**Church Administrative Assistant Job Description**

**Position Title:** Administrative Assistant

**Reports To:** Sr. Minister

**Status:** Part-Time, Non-Exempt

**Position Summary**

The Administrative Assistant provides essential administrative, secretarial, and communications support to the Sr. Minister and the overall church ministry. This individual serves as the primary initial contact for the church office, ensuring efficient, smooth, and timely operations of the church's daily activities.

**Essential Duties and Responsibilities**

**A. Executive and Office Administration**

* **Pastoral Support:** Assist the Sr. Minister in oversight of the daily operations of the church and provide administrative support to the Sr. Minister (e.g. coordinate meetings, preparing documents, managing correspondence, keeping records, etc., and other such duties as assigned).
* **Office Management:** Serve as the first point of contact (in-person, phone, and email), welcoming guests and handling inquiries. Manage general office operations, including maintaining office supplies, managing incoming/outgoing mail and email, and ensuring office equipment (copiers, printers, etc.) is functional.
* **Communication:** Answer and screen incoming calls, route messages to appropriate staff/ministries, compose routine correspondence, reports, email, newsletters, etc.)
* **Scheduling and Events:** Maintain the church's master calendar of events and facilities usage. Assist in the coordination and administrative support for church-wide events, programs, and special services (e.g., baptisms, weddings, funerals), and other such events and activities.
* **Records and Data Management:** Maintain accurate and confidential church records, including membership directories, visitor information, and administrative files (both physical and electronic), utilizing various software programs that assist in these duties.

**B. Communications and Media Oversight**

* **Website Management:** Maintain and update the church website with current information, announcements, calendars, event details, sermon media, and other relevant content under the Sr. Minister’s direction.
* **Social Media Oversight:** Manage the church's official social media platforms (e.g., Facebook, Instagram). This includes planning, scheduling, and posting engaging content (updates, events, ministry highlights) and monitoring/responding to messages and comments in a professional and timely manner.
* **Printed Communications:** Design, prepare, and distribute weekly printed materials such as the Sunday worship bulletin, newsletters, and promotional flyers.
* **Digital Communications:** Coordinate and execute church-wide email communications (e.g., weekly e-newsletters, ministry updates) to the congregation.

**C. Financial and Ministry Support**

* Assist with maintaining financial records, including processing and recording weekly contributions, generating donation receipts, and handling petty cash. (In collaboration with the Treasurer/Finance Team).

**D. Other Duties**

* DSCC is a small, family oriented congregation, and while this job description summarizes the various categories of work involved in the role, there may be other duties assigned that may be necessary and helpful to the general work of the church.

**Required Skills and Qualifications**

| **Category** | **Skills and Proficiencies** |
| --- | --- |
| **Technological Skills** | **Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint, Adobe, and Google is necessary).** Experience with database management software, website content management systems, and basic graphic design tools (e.g., Canva, Adobe Express, Photoshop) for communications/social media would be very useful. Competence in managing and posting to various social media platforms is essential. |
| **Communication** | Excellent written and verbal communication skills, including proper grammar and spelling, for drafting correspondence and public-facing content. Effective and professional telephone and interpersonal etiquette. |
| **Organizational** | Strong organizational, planning, and time-management skills with a meticulous attention to detail. Proven ability to effectively manage multiple tasks and competing deadlines. |
| **Clerical/Administrative** | Proficiency in standard office practices and equipment (filing, data entry, mail processing, copying). |

**Personal Characteristics and Expectations**

The ideal candidate will embody a commitment to the church's mission and demonstrate the following personal characteristics:

* **A Servant's Heart:** A genuine desire to serve others with a cheerful spirit, and a positive, helpful attitude.
* **Confidentiality and Integrity:** Absolute trustworthiness and discretion in handling sensitive and confidential information related to the Sr. Minister, staff, congregational members, and church finances.
* **Initiative and Reliability:** A self-starter who can anticipate needs and take initiative to solve problems without constant supervision. Must be highly reliable and accountable.
* **Flexibility and Adaptability:** The ability to adapt quickly to changing priorities and manage unexpected challenges in a fast-paced environment.
* **Interpersonal Skills:** Outstanding people skills, demonstrating patience, tact, and kindness when interacting with a diverse group of staff, members, and visitors.
* **Team Player:** Ability to work collaboratively and positively with the Pastor, other staff, and volunteers.

**Compensation & Hours**

**Hourly Wage:** $15-$16 an hour

**Hours of work:** 20 hours a week with work hours to be set by the Sr. Minister. There can be some flexibility allowed with these hours with prior approval.

**Time Off and Holiday Pay:** There are paid holidays with this role and vacation time as well according to church policy.