

Job Description

POSITION: Administrative Assistant to the Minister for Congregational Care and Older Adult Ministry (Non-Exempt)

REPORTS TO: Minister for Congregational Care and Older Adult Ministry

RESPONSIBILITY: Provide administrative assistance to the Minister for Congregational Care and Older Adult Ministry with all programs, events, committees and ministries that are his responsibility as well as providing administrative assistance to other personnel who report directly to him.

TASKS: Administrative Assistant for Congregational Care and Older Adult Ministry

1. Provide administrative support for the Minister for Congregational Care and Older Adult Ministry.
2. Provide back-up administrative assistance to the Administrative Assistant for Congregational Care for all duties performed by Deacons and Stephen Ministers.
3. Provide administrative support for committees, task forces, and ministries within Congregational Care and Older Adult Ministry (KEYS, Handy Helpers, Men's Ministry, Women of the Church, Sanctuary Flower Committee).
5. Coordinate the publicity for all ministries of Congregational Care and Older Adult Ministry with the Communications Department.
6. Provide back-up administrative support for the Care and Concern Line; prepare the daily hospital report and all correspondence for pastoral care visits and send postcards out for all prayer requests received.
7. Provide back-up support for Deaths/Memorial Services/Funerals as it relates to preparation of the bulletin and all communication to the staff and congregation about a death in the congregation.
8. Prepare publications for KEYS: TV screens, postcards, and weekly handouts.
9. Maintain reservations (daily) for signup sheets for all KEYS events/luncheons.
10. Receive any monies for payment of KEYS events.
11. Attend monthly KEYS Committee meetings.
12. Prepare and send out monthly birthday mail out, postcards and invitations to birthday luncheon.
13. Update/maintain Older Adults webpage; change monthly events.
14. Receive and request checks for various KEYS accounts: fitness, birthday expenses, etc.
15. Input all upcoming events/luncheons into ACS Facilities.
16. Coordinate with Director of Facility Operations in preparation of luncheons.
17. Reserve FPC Van for all away trips.
19. Maintain updated listing of KEYS members.
20. Set up sign-in table for events/Sundays.
21. Other tasks as assigned by the Minister for Congregational Care and Older Adults.

DESIRED QUALIFICATIONS:

Education: High school diploma and some college or equivalent experience.

Work Experience: Three or more years and experience with general office equipment.

Computer Skills: Proficiency in MS Word, Outlook, Excel, Adobe PageMaker and Photoshop.

Administrative Assistant to the Minister for Congregational Care and Older Adult Ministry

General Skills: Ability to take instructions, summarize, and act upon given instructions from several people throughout the day; flexibility and ability to multi-task and meet project deadlines; ability to interact and respond to church members and members of the business community, and understanding the need for and ability to maintain confidentiality.