

Administrative Assistant to the Sr. Pastor Full Time 40 Hours + Benefits

Proficient in Microsoft Office Suite: Word, Outlook and Publisher. A working knowledge of Publisher and PowerPoint is also preferred. (Will train on Publisher & PowerPoint if needed.)

- *The position is largely clerical, but also involves participation in weekly staff meeting (in person, Tuesday at 9:00; usually concludes in 40-50 mins)
- *The Administrative Assistant is a welcome presence as you visit the Senior Minister's Office and as such, absolute confidentiality and discretion is a must.
- *Maintains complete church online membership database, along with hardcopy record. Done through digital program **A.C.S.** [Automated Church System]
- *Completes yearly online reports for the fall Charge Conference and the January Statistical Report.
- *Regularly maintain and update Senior Minister's calendar.
- *Books appointments for Senior Minister.
- *Schedule and send notifications of board and committee meetings such as SPRC, Church Council, Steering Team, pre-Church Council, and pre-Steering. If meetings are at noon, schedule lunch through Galloway kitchen staff. Included in the scheduling is the booking of the Zoom link for persons needing to attend digitally.
- *Every other month, compile ministry reports for Church Council meeting, and send digital copy to all Council members.
- *Periodically, typing out a sermon that Senior Minister has written in longhand.
- *Occasionally assist the office of Congregational Care in swiftly getting out an all-member notice of a death.
- *Books weddings on the calendar and notifies the church Wedding Coordinator.
- *Prepare funeral bulletins (i.e., order of service) from various templates as needed.
- *Occasional relief for Receptionist Desk.
- *Other duties as assigned.