



ADMINISTRATIVE ASSISTANT

Effective Date:	June 2024
Title:	Administrative Assistant
Classification:	Full- Time, Hourly
Benefits:	As indicated in the Staff Handbook
General Purpose:	This role is responsible for executing administrative duties that support the ministries and operations of Grace Presbyterian Church.
Reports To:	Executive Administrator. Directly supports various ministry leaders, with emphasis on supporting the Adult Ministry Team Director and the Worship Director.

Key Job Responsibilities:

1. Record Sunday morning attendance, baptisms, and new memberships in Church Community Builder (CCB) database
2. Process and record Connection Card data
3. Answer incoming calls on the office operator line and direct calls as necessary.
4. Manage and respond to operator voicemails as needed to ensure callers receive a timely response and/or issues are addressed.
5. Take messages for staff members and handle church member and visitor requests
6. Greet and assist visitors in the office.
7. Filing, typing, copying, scanning as necessary.
8. Utilize Planning Center for music ordering, music scanning, and order of service printing
9. Store, retrieve, and disperse sheet music
10. Set up and manage all Grace Family Christmas ticketing processes
11. Prepare "The Book" for Sunday morning worship services
12. Support the administrative assistants of other staff members as requested and assigned by the Executive Administrator

Qualifications:

This position recommends 1 to 3 years' experience as an administrative assistant in a church or business environment. Possession of an AA/BA Degree in Business or related field is preferred, but not required. Having a musical background is preferred, but not required. Skills required include excellent oral and written communication skills. Good spelling, punctuation and grammar are essential. Required computer skills include word processing, spreadsheet functions and database up-keep. Attention to detail and high level of accuracy. Must show good judgment, adaptability and discretion with staff, volunteers, and guests. Ability to work as part of a team and multi-task. Handle sensitive information in a confidential manner. Demonstrates a servant attitude. Ascribes to the Grace Presbyterian Church Statement of Faith and Core Values.

Review: Reviewed annually