

Administrative Assistant

Title: Administrative Assistant	FLSA Status: Non Exempt (Hourly)	Ministry Hours: 34 hours per week (Mon. - Thurs. 8:00 AM - 4:30 PM)
Reports to: Executive Pastor	Department: Office Staff	Employment Status: Full-time
Supervisory Responsibilities: Level: S2	Location: Rich Fork Baptist Church, Thomasville, NC	Date Created/Last Evaluated: 01/25/2023
<p><u>Objective</u> To aid the Pastoral Staff by fulfilling administrative functions including logistics, computer systems and programs, communication with staff and key leaders; and serve as the first point of contact between church members /visitors and the Pastoral Staff, both in person and virtually.</p>		
<p><u>Qualification Requirements</u> To perform this job successfully, the Administrative Assistant must be able to effectively communicate via phone and email, ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. The ability to maintain a high degree of discernment and discretion is necessary.</p>		
<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> ● Follower of Jesus Christ ● High School Diploma or General Education Degree (GED) or the equivalent combination of education and experience is required ● 3 years of similar work experience ● Working knowledge of all office equipment and supplies, and a willingness to further training ● Proven proficiency with computer systems, office software, and social media ● Proficiency with Google Drive (Docs, Sheets, Forms, Slides, Calendar) ● Excellent written and oral communication skills as well as strong interpersonal skills ● Demonstrated ability to interact with various types of individuals ● History of professionalism, strong work ethic, and personal accountability ● Independent self-starter comfortable prioritizing tasks ● Detail oriented, with excellent organizational and time management skills 		
<p><u>Preferred Qualifications</u></p> <ul style="list-style-type: none"> ● Familiarity with design software (Adobe Photoshop, Canva) ● Experience with Church or Client Management software (Planning Center Online) ● Experience with print and digital production ● Familiarity with website content management (Wix) ● Experience in ministry environment, preferably within a church setting 		
<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> ● Initiative ● Discernment ● Problem solving ● Accountability ● Integrity ● Adaptability ● Teamwork ● Communication ● Tact 		
<p><u>Essential Functions</u></p> <ul style="list-style-type: none"> ● Convey the mission and values of Rich Fork in all communications ● Field incoming phone calls, emails, and social media messages; and distribute to appropriate staff member ● Knowledge and oversight of phone systems ● Maintain a stocked and functional workroom ● Manage PCO (Planning Center Online); update membership database and calendar(s). PCO Subject Matter Expert (SME) ● Greet visitors and direct them to the correct information, resource, or point of contact ● Aid in website content management ● Compile church member communication and prepare print materials as needed ● Maintain Pastoral Care database and schedule (MeisterTask) ● Maintain relevancy with technologies and systems applicable to this position ● These essential functions must be performed in-office on campus 		

Physical and Cognitive Requirements

Described here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

The Physical Requirements: Vision, hearing, speech, dexterity, visual concentration are necessary. This position requires the ability to stand, walk, sit and use hands and fingers; the ability to work (on campus) the hours and days required to complete the essential functions of the position, as scheduled; and the ability to lift 40 lbs. A valid driver's license is required.

Cognitive Requirements: Learning, thinking, concentration, ability to exercise self-control, ability to work in a multiple relationship environment are necessary. This position requires the ability to work as a member of a team and interact effectively with co-workers and church members; and exercise self-control and diplomacy in member and employee relations situations. The ability to exercise discretion as well as appropriate judgment are necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Conditions

The environment is a professional office with standard office equipment. The majority of this position is worked inside climate-controlled offices and worship facilities. Limited travel is expected.

The above statements are intended to describe the general nature and type of work being performed by individuals assigned to this position. However, they are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may be directed to perform other duties as required.