

FIRST CONGREGATIONAL CHURCH
Scarborough, Maine

Job Description

Title: Administrative Assistant

Qualifications:

1. Commitment to Christian Faith in accordance with beliefs and practices of the Congregational tradition.
2. High level of proficiency in administrative skills, including word processing, document publishing (MS Publisher), internet, Email and office support equipment and computer operation; ability to operate office machines.
3. Must possess good character and ability to maintain confidentiality; pleasant personality and emotional maturity; ability to meet and talk with people effectively and helpfully both in person and on the telephone.
4. Compatible personality to enhance the individual and group effectiveness of church staff; must work well with volunteers.

Position Reporting Accountability:

Shall be directly responsible to the pastor and to *the Ministry of Governing and Finance*

Responsibilities:

Responsible for church administrative work as follows:

1. Reports and Document management support:
 - a. Worship bulletins (weekly plus special services)
 - b. Church Newsletter (monthly except months of July and August)
 - c. Annual and Special Reports
 - d. Correspondence
 - e. Notices
 - f. Lists
 - g. Ministry materials
2. Use and maintenance of office equipment: computer, printers, copier, folding machine
3. Answering telephone calls, providing information and assistance as appropriate or directing calls to other responsible people
4. Responding to e-mail messages in a timely fashion - directing questions or inquiries to others who are appropriate
5. Greeting visitors, assisting them as required and arranging for services needed

6. Receiving business use and rental requests including weddings and receptions and requesting approval from Governing and Finance Ministry for those requests outside of guidelines
7. Scheduling activities in the church buildings including rental requests, weddings and funerals, and other usage requests. This may involve working with parties to resolve scheduling conflicts.
8. Maintaining the Church Calendar – keep it updated both in the office and on-line (Google Calendar)
9. Writing and editing of the Church Newsletter and other church materials
10. Coordinating volunteers to fold and label newsletters and other mailings
11. Preparation of bulk mailing of newsletter and other church mailings
12. Ordering of office supplies, ministry materials, etc.
13. Coordinating work assignments of Custodian in accordance with custodian job duties and church property rent agreements.
14. Record Keeping
 - a. Mailing lists
 - b. Contact information (addresses, phone numbers, email addresses, etc.) of members and friends
 - c. Ministry members and organization lists
 - d. Church attendance
 - e. Distribution and use of building access keys and key boxes codes, and other church property
 - f. Filing of official church and Ministry documents such as bulletins, newsletters, annual reports, meeting agenda, meeting minutes, etc.
15. Sort mail everyday and distribute to the appropriate person or ministry
16. Record checks/money received for building usage, donations and other funds received. All money is left for the Counters for Sunday counting and recording.
17. Other duties as assigned by the pastor as time permits

Personal Development:

Maintain current knowledge in individual area of responsibility, i.e., conferences, special reading, etc.

Terms of Employment:

Hours per week/Schedule: 30 - 9:00am-3:00pm - Monday-Friday

Salary: Hourly rate based upon skills/experience. Performance and pay rates to be reviewed annually.

Sick Days: 5 paid sick/personal days annually

Paid Vacation: 1 week after 6 months, 2 weeks annually after first year, pro-rated by pay period

Holidays: 9 paid holidays (Christmas, New Year's Day, MLK, JR Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, and Thanksgiving; with 3 discretionary days to be approved by the pastor – day after Thanksgiving, day after Christmas, & day after Easter

Performance Evaluation:

First year: after 6 months and 1 year by Pastor, member of the Governing & Finances Ministry (and/or original search committee member); thereafter, annually, by the same group