

Administrative Assistant Job Description

The Administrative Assistant will be responsible for providing administrative and secretarial support for the pastor, the church staff, and other leaders in the congregation. They will provide administrative support to the various ministries and programs of the church as needed, and will be a welcoming presence and helpful point of contact for church members and the outside community.

Qualifications

1. Spiritual: Faith in Christ, an active spiritual life, and evidence of commitment to the local church.
2. Theological: Alignment with Dayspring's values, mission, and direction: inclusive, progressive, generous theologically.
3. Personal: Kind, service-oriented, emotionally healthy, personable, and trustworthy. Must be punctual and reliable.
4. Professional: Experience in office management or administration; Must be self-directed with the ability to work independently and effectively. Demonstrated ability to multi-task, problem-solve, and create/maintain systems. As a key point person for congregational life, this position requires customer-service skills like a "yes" attitude, the ability to think critically, and the capacity to find answers.
5. Educational: Minimum of a bachelor's degree and 5 years experience in an administrative setting, or some combination of the above.
6. Organizational: Communicative, growth-minded, ability to learn, capacity to maintain schedules and timelines across weeks, months, and years. Requires a detail-oriented person who will maintain or establish systems that will enhance the function and efficacy of the organization.

II. Duties

The culture of Dayspring Baptist Church is collaborative and friendly. All staff members work as part of a team to support one another, but the Administrative Assistant serves as the central hub for organizational operations. Their duties include:

1. Facilitate communication:
Receive and direct all calls, messages, mail, emails; Serve as host for all office guests; Develop and coordinate communications across various sectors of the church programs and ministries; Implement and maintain communications strategy as outlined by Pastor and Leadership Team; Prepare and distribute monthly newsletter, including soliciting articles, promotions, and schedules; Prepare and distribute weekly email; Facilitate communication between all staff and members; Coordinate updates for the website and social media as

- directed by senior pastor; Notify pastor of special gifts given to the church and prepare thank you letters; Prepare quarterly and annual giving statements and oversee distribution.
2. Provide administrative support to the ministries and programs of the church:
This includes but is not limited to: creating and distributing the weekly worship guide according to the church's system; purchasing necessary items and running occasional errands such as picking up purchased supplies for church kitchen and office; preparing slides for Sunday morning worship service; creating sign-up sheets for various events and activities.
 3. Maintain the master calendar:
Keep the church master calendar updated at least 3 months in advance; monitor various events and activities to prevent double-booking; ensure that all church communications align with the master calendar.
 4. Keep membership and attendance records:
Provide weekly review and update of attendance records, maintain visitor log to distribute among staff and leadership team as needed; maintain the church member database.
 5. Assist with church bookkeeping:
Receive invoices, record bills accordingly, create checks for bills and all check requests, distribute accordingly; import deposit and expense information weekly in our accounting software; reconcile checking account on a monthly basis; create monthly and quarterly finance reports in coordination with the church treasurer.
 6. Caring for facilities:
Maintain the cleanliness and order in the church office, including ordering and organizing supplies and arranging for equipment maintenance; assist with the maintenance of the building and grounds by ordering supplies and arranging for maintenance crews; collect facility requests to copy, file, and distribute according to the church's system.
 7. Other duties as assigned, including but not limited to preparing the church's Annual Report and Annual Directory.

III. Work Week and Time Away

The Administrative Assistant is expected to work 27 hours per week. The office is to be open Monday-Thursday from 9am to 3pm, and Friday from 9am to 12pm with lunch taken while working. They are also expected to attend bi-weekly staff meetings. Any additional hours worked should be offset by taking time off as approved by the Senior Pastor.

The Administrative Assistant will receive three weeks (21 days) of paid time off, with no more than one week of PTO to be taken within the first six months of employment. They also receive six paid holidays per year (New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, & Christmas Day), 1 paid personal day, and 8 paid sick days per year. This time is to be used in the calendar year and does not accrue year to year.

IV. Compensation

The Administrative Assistant's salary will range from \$20K-\$25K per year depending on qualifications and expertise. The salary will be reviewed each year during the budget process to consider cost of living and merit adjustments.

V. Accountability

This position is accountable to the Senior Pastor and the Leadership Team.