



## Administrative Assistant to the Church Administrator

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Reports To: Church Administrator  
Prepared by: Human Resources

FLSA Status: Non-Exempt  
Date: October 2018

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### **SUMMARY:**

The Administrative Assistant to the Church Administrator provides day-to-day customer service in the areas of reception and office administration to support church operations, ministries, boards and administrative departments. Enhance executive effectiveness by providing high-level information and project management to the Church Administrator and other areas as identified or requested. Act as liaison to executive team and other members as requested. Research and compile data for presentations, communications and to help inform executive decision making. Manage executive and other members as requested schedules. Assist with phone and email communications, exercise independent judgement and discretion that reflects executive styles and ASBC'S culture.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Administrative Support Coordinator's positions' primary responsibilities include but are not limited to the following:

- Perform related administrative tasks and special projects as assigned.
- Collects information and responds to routine inquiries and/or prepare periodic reports.
- Selects appropriate methods from a wide variety of procedures and/or makes simple adaptations and interpretations from substantive guides and manuals
- Highly organized, produces with attention to detail; while having the ability to multi-task.
- Maintain multiple program calendars
- Manage Church Administrator and team members schedule to ensure no conflicts arise.
- Take meeting minutes on a weekly basis
- Assumes responsibility for providing administrative and clerical services to department heads
- Determines disposition of incoming mail and other material; prepares replies to correspondence from previous experience with the subject, general instructions, administrative notes, and dictation or written copy; prepares and signs standard letters, inter-office forms, requisitions and similar papers

- Assist ministry leaders with request for *Assistant to the Pastor of Youth*, track request and give updates as needed.
- Have the ability to use project management tools to see assigned task completed thoroughly.
- Deals with more complex enquiries from other Administrative staff.
- Ability to coordinate with other departments while working closely with the executive assistant for the pastor.
- Reviews correspondence, reports and other papers as prepared for superior's signature to assure conformance with administrative instructions and requirements;
- Stand in as department representative for meetings as needed
- Expedites the work of the department; shifts clerical personnel to accommodate fluctuating work load; follows up on staff personnel to assure the timely completion of correspondence and reports, and determines the status and progress of special projects; maintains liaison with other departments;
- Screens telephone calls and visitors; explains policies and procedures, provide requested information; arranges appointments or initiates other responsive action as appropriate;
- Manage inventory of ministry supplies, track and coordinate shipments, complete and submit fund request
- Organize meetings in Outlook ensuring that all pertinent parties are available
- Skillful basic word processing, spreadsheet, and graphics software skills.
- Assist with content writing for ministries and editing material
- Ensure that room set-up is compatible with meeting requirements
- Monitor/resolve calendar conflicts
- Monitor that meetings are running on schedule
- Manage conference room calendar

#### **CORE COMPETENCIES REQUIRED:**

- Excellent customer service, interpersonal, verbal and written communication skills.
- Proficiency in office technology including Microsoft Office Suite and standard office equipment including computers, phones, copy and fax machines, shredder, binders, etc.
- Detail-oriented, ability to multi-task and time management skills.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.
- Self-directed, ability to use initiative, resourceful and work with minimal supervision.
- Ability to work in a team environment.
- Professional, courteous and friendly personality.
- Ability to meet deadlines and maintain confidentiality.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

The Administrative Assistant to the Church Administrator position requires the following:

- College or university degree or program certificate preferred; or three years of related office reception experience; or equivalent combination of education and experience.

- Database and computer software systems experience.
- Work experience in a church or non-profit preferred.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Job Grade: 6

#### **Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

**How to apply:** Please submit a resume and cover letter to, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email [careers@alfredstreet.org](mailto:careers@alfredstreet.org)