

# Administrative Assistant

Sherman Street Church  
20 hours per week

## **Our Mission:**

To be a living testimony of God's grace and justice in the city.

## **Our Vision:**

We of Sherman Street Church have a dream:  
Here, people of all colors and cultures,  
rich and poor, saved and seeking,  
are changed together as disciples of Jesus Christ.  
Here, we are a living testimony of the joy, love, justice, and holiness of God's people,  
a remarkable contrast to the separations and hostilities  
within the society in which we live.  
Knowing the brokenness and pain brought into our lives by sin and evil,  
we proclaim with joy that God has saved us through Jesus his son  
and is healing us by the Holy Spirit's power at work within us.  
Built up together in the life of the church,  
and sent by Jesus as reconcilers into the world,  
we enter the church and the other communities of our lives  
telling and showing the good news of Jesus Christ,  
leading friends and strangers alike to faith and hope in him,  
and working to extend God's peace in the city where God has placed us.

**POSITION DESCRIPTION:** Secretary and Administrative Assistant to Pastors

**PURPOSE:** The Administrative Assistant will provide administrative, organizational, and office support to the pastors.

**ACCOUNTABILITY:** The Administrative Assistant is accountable to the Executive Administrator.

## **MAJOR RESPONSIBILITIES:**

- Answer the telephone and process all messages
  - Know who to contact for information
  - Know the pastors' schedules
  - Be familiar with upcoming events and planned church ministries
  - Be familiar with how to respond to benevolence needs
- Receive church office visitors
- Prepare the weekly bulletin

- Monitor office email, responding and passing along messages as appropriate
- Maintain pastors' calendars and assist them with general organization
- Work with office staff to complete various projects
- Maintain filing systems for financial records and other documents
- Complete other duties as assigned by Executive Administrator

#### NECESSARY SKILLS:

- Good interpersonal and communication skills using various media
- Proper and welcoming phone etiquette
- Proficiency in various software applications including Word, PowerPoint, Publisher, email, and internet browsers, and be able to learn minor website administration.
- Proficiency in spelling, grammar, proofreading, and writing
- Ability to maintain confidentiality and handle sensitive information in a professional manner
- Organizational skills of people, information, and things as demonstrated by being able to handle multiple tasks and responsibilities efficiently
- Ability to work impartially with a variety of people
- Ability to operate various office equipment
- Dependability, reliability, tact, and punctuality
- Detail-oriented

This is a part-time position, 20 hours per week. Normal office hours are 11 AM to 3PM, Monday through Friday. Compensation is \$18 per hour.