

Administrative Assistant Job Description

MAIN OBJECTIVE

Stone Hill Church of Princeton is a nondenominational, evangelical, Great Commission church (Matt. 28:16-20) committed to winning, building, connecting and sending disciples for Jesus Christ. In the context of this vision, the Administrative Assistant works under the direction of the Administrative Manager in supporting the staff, congregation, and Stone Hill Church ministries.

DESIRED CHARACTERISTICS

As a member of the Stone Hill Church staff, the Administrative Assistant shall have a heart for knowing God personally and following Christ as a servant. We are a religious organization and this individual's job involves explaining our religious beliefs. The Administrative Assistant shall see the office as a means for assisting the Stone Hill Church congregation to fulfill God's plan as it continues to expand and minister in the Princeton area. More particularly, the Administrative Assistant shall be a person marked by the following qualities:

1. A cooperative, helpful, patient attitude that recognizes the main supportive function of the Administrative Assistant position.
2. An ability to be flexible regarding elements of the job and time commitments.
3. A demonstrated ability to multi-task.
4. An ability to lead as a servant, displaying a team spirit.
5. An ability to resolve disputes and differences in a respectful manner.
6. Respect the confidentiality of matters made known in the course of our ministry.

QUALIFICATIONS

The Administrative Assistant must meet the following standards:

1. Agreement with the doctrinal statement and commitment to follow the Code of Conduct of Stone Hill Church.
2. A minimum of a bachelor's degree from a recognized college or university or an associate's degree with at least two years of similar office experience.
3. Ability to interact with people in a professional and courteous manner.
4. Ability to speak, read and write English fluently and grammatically.
5. Ability to write well and edit others' work.
6. Proficiency in Microsoft applications such as Word, Publisher, Excel and Outlook.
7. Strong experience with website content management.
8. Experience using a database.
9. Strong typing skills.

Preferred skills:

- Experience in a similar office environment.

JOB DESCRIPTION

1. Interfaces professionally and courteously with the staff, congregation and community.
2. Helps to maintain the integrity of the data in the church management system, entering data carefully and in a timely manner, and will use the church management system for ministry purposes on behalf of staff and ministry leaders.
3. Creates Stone Hill print and electronic communication such as Sunday bulletin, News, Prayer Chain, brochures, postcards, flyers, booklets, programs, spreadsheets, and other like projects.
4. Performs recruiting and scheduling tasks for various meetings and volunteer positions.
5. Prepares drafts of communications, proofreads and edits, conduct research, plans and executes events.
6. Manages the church website by updating the content, entering events, uploading and linking documents, uploading photos, and adapting the content of the website to be user-friendly.
7. Performs routine office tasks such as copying, printing, preparing mailings, organizing tasks, preparing postcards, keeping displays up to date, placing supply orders, running necessary errands, sorting and distributing office mail, and others.
8. Uses office technology competently such as copier, fax, scanner, postage machine and is willing to troubleshoot when necessary.

REPORTING

This position shall report to the Administrative Manager.

CLASSIFICATION

This position is a non-exempt hourly position.