

**Concord Church Position Description**  
**Job Title: Administrative Assistant**  
**Reports to: Assigned Pastor/Director**  
**Updated: October 22, 2015**  
**Non-Exempt**

## **General Summary**

The position provides administrative and clerical support, including drafting correspondence, appointment scheduling, organizing files, and managing programs for the assigned Pastor/Director (Ministry Leader).

The Administrative Assistant exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Manages the Ministry Leader's schedule of events/calendar, including scheduling and confirming appointments for the Ministry Leader and other team members.
- Makes travel arrangements for the Ministry Leader and other team members.
- Creates and manages paper and electronic filing systems, including entering records into databases and maintaining/distributing documents.
- Answers phones, gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Opens, reads, routes, and distributes incoming mail or other materials and answers routine letters and emails.
- Secures conference rooms and AV/other equipment for meetings.
- Reviews work drafted by other team members for spelling, grammar, and format, and recommends revisions.
- Develops, maintains, and distributes meeting notes, presentations, expense reports, statistics, and monthly reports.
- Manages projects and contributes to committee/team work.

- Orders and dispenses supplies.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This is an individual contributor role with no supervisory responsibility.

### **Education and Experience**

This position requires a minimum of an Associate's Degree. A Bachelor's degree is preferred but not required. A minimum of 5 years of administrative experience and the ability to securely handle confidential information is required. Intermediate Microsoft Office skills are required. Must be able to type at least 80 words per minute. Knowledge of Adobe or Photoshop and Basecamp is a plus.

### **Physical Requirements**

This position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. The position is required to walk, hear, speak, and stand to interact with members and volunteers. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

### **Travel Requirements**

No travel is required for this position.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.

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Signature

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Date