

Concord Church Position Description
Job Title: Administrative Assistant
Reports to: Assigned Pastor/Director
Updated: June 25, 2019
Non-Exempt

General Summary

The position provides administrative and clerical support, including drafting correspondence, appointment scheduling, organizing files, answering the phone, and managing programs for ministry teams.

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

- ***Boldness for Christ – Unapologetically representing Christ to the world. (Phil. 1:20)***
- ***Passion for People – Intentionally cultivating lifegiving relationships. (John 13:35)***
- ***Catalyst for Change – Relentlessly transforming our city. (Jer. 29:7)***
- ***Hunger for More – Radically pursuing what God has next for me. (Matt 5:6)***

Essential Functions

- Answers phones, gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Welcomes visitors by greeting them, in person, or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and ministry department directories; providing instructions.
- Maintains security by following procedures; monitoring visitors and ensuring they check in the visitor system.
- Creates and manages paper and electronic filing systems, including entering records into databases and maintaining/distributing documents.
- Manages the volunteers that serve at the receptionist desk and create monthly calendar rotation.
- Makes travel arrangements for the Ministry Leaders and other team members.
- 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. Bilingual 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.