

Job Description

Title: Administrative Assistant
Reports to: Office Manager
Work Hours: Full Time (M-Th 8-4, Fri 8-12)

Purpose: The Administrative Assistant will serve the church as receptionist, being the first point of contact for members and visitors by phone, email and in person. The Administrative Assistant will perform office administrative duties enhancing the Pastoral staff in ministry to the church and community. The assistant will also help the Communication Team develop and implement the communication strategy at Cedar Crest.

Responsibilities

- Cordially answer telephones and receive visitors.
- Help maintain Crossroads, (Church Community Builder – online database software) by keeping it up to date and using it to its full potential.
- Maintain proficiency in the operation of computer, copiers, folding machine, and other office equipment.
- Prepare correspondence (letters, reports, minutes, church calendar, promotional materials) and any other materials requested by the Pastoral & Ministry staff, Elders, Deacons, and Office Manager.
- File correspondence, reports, etc. as required.
- Monitor and empty mailboxes, responding to items received.
- Assist in bulk mailing as required.
- Pick up, sort, and distribute internal and external mail.
- Assist in keeping common office area neat and organized so that files and records are able to be obtained as required.
- Maintain record of phone calls received.
- Submit background check requests and maintain records related to Child Sexual Abuse Policy.
- Be cross trained to be able to assist in the process for internal, church-wide communication by preparing the Sunday bulletin, monthly calendar, prayer sheet, etc.
- Be cross trained to be able to assist in maintaining food bank records to submit to Second Harvest Food bank as required.
- Assist with creating and printing documentation of events such as baptisms, baby dedications, church membership, wedding, funerals, etc.
- Assist in planning and implementing events.
- Assist Pastors with scheduling meetings and events.
- Provide support and coordination for all meetings and special projects.
- Order and maintain office supplies in support of church staff and associated ministries.
- Assign and maintain record of mailboxes and offering envelopes as well as identifying potential new recipients and tracking existing to determine missing people.



- Assist with organizing staff events.
- Maintain a petty cash system.
- Assist with the counting of offerings and online donations.
- Record and maintain donation information in church databases and files.
- Provide receipts for donations as needed
- Shall perform any other related work as directed by the office manager.

Requirements

- A love for Jesus Christ and Godly character
- Membership at Cedar Crest required (or willing to become member)
- Maintain confidentiality with all office information.
- Interpersonal skills that enable effective collaboration with other staff
- Computer skills with working knowledge of MS Office applications including proficiency in Word, Excel, Publisher and Outlook
- Efficient and organized with the ability to take initiative
- Ability to take instruction and work under deadlines
- Flexibility
- Education and experience may substitute for a bachelor's degree
- Graphic design ability is preferred, but not required.

Rev - Sept 15, 2021

