

Position Title: Administrative Assistant
Reports to: Office Manager
Hours per week: Full Time (37 hours)



PRINCIPAL FUNCTIONS

Share in the answering of incoming calls, greeting visitors, completing duties assigned and assisting Ministers as needed in service to the church.

RESPONSIBILITIES

- *Sunday School Administration*
- *Discipleship Events Administration*
- *Bus Scheduling*
- *Senior Adult Trips Administration*
- *Worship Preparation*
 - Weekly worship bulletin
 - ProPresenter
 - iMovie
 - SermonSpice/Sharefaith downloads
- *Volunteer Checks/Release Forms Administration*
- *Miscellaneous*
 - Answer phones
 - Screen/Schedule Benevolent calls for application appointments
 - Greet people at the door when they want in the church
 - Church wide mailings
 - Assist ministers with projects
 - Update tv monitors
 - Update announcements on street marquee
 - Print weekly agenda for Maintenance Staff
 - Monthly menu from Peggy Inklebarger to Mary for website